Version 1.0

UPCS-V Protocol

U.S. Department of Housing and Urban Development

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1 PURPOSE

The Uniform Physical Condition Standards for Vouchers (UPCS-V) was developed by the US Department of Housing and Urban Development (HUD) to provide Public Housing Agency (PHA) staff, inspectors, owners, and tenants[1] with an improved method for inspecting housing units in the Housing Choice Voucher (HCV) program and to provide deeper insight to the condition of assisted housing facilities, resulting in the enhancement of HUD's oversight abilities.

This protocol establishes a set of standards and procedures to be followed when conducting inspections of HCV units to identify conditions that can adversely affect safety and habitability. These guidelines reduce subjectivity to create an objective approach for thorough and effective inspections. UPCS-V's application of a fully electronic inspection platform with data sharing capabilities increases HUD's ability to adequately assess the condition of HCV units.

[1] For the purposes of this Protocol, tenant refers to all individuals, residents, and/or families participating in HUD's HCV Program. Owners refer to all individuals and/or landlords who own the unit under inspection.

2 ROLES AND RESPONSIBILITIES

The PHA, inspector, owner, and the tenant are all involved in the process of ensuring HCV units meet UPCS-V. A summary of the roles and responsibilities of each stakeholder is provided below.

PHA

The PHA is responsible for adopting UPCS-V and the electronic inspection process described in this protocol and ensuring that units participating in the HCV Program meet UPCS-V.

2.1.1 Administrative Plans

The PHA must adopt a written Administrative Plan that establishes local policies for program administration. The plan must conform to HUD regulations and state the PHA's policy in those areas where the PHA has discretion to establish local policy. The plan is a formal document which communicates to all interested parties the policy choices the local agency has made where federal regulations or law does not direct the PHA's actions or decisions. The PHA is responsible for ensuring that the plan is kept up to date and that staff operate under the policies spelled out in the plan. The PHA must include sections in its Administrative Plan addressing:

2.1.1.1 Tenancy Approval

The PHA is responsible for establishing a tenancy approval procedure in its Administrative Plan. The procedure must:

- Clearly describe the process for the tenant and owner to request an inspection;
- Include the requirement that inspections be conducted within 15 days; and
- Include a deadline for completion of repairs which, if not met, shall result in cancellation of the tenancy approval.

2.1.1.2 Including Amenities in Calculating Rent Reasonableness

If amenities are used in calculating rent reasonableness, the PHA must establish a method for these calculations in its Administrative Plan and be able to provide documentation of these calculations to HUD for audit purposes.

2.1.1.3 Local Variances

The PHA must include in its Administrative Plan any HUD-approved variances to the UPCS-V Protocol that will be used by inspectors to evaluate unit conditions. The PHA must also identify specific inspection requirements for these variances in their Administrative Plans. Refer to Section 3.4 Local Variances.

2.1.1.4 Scheduling Inspections

The PHA must establish specific policies and procedures in its PHA Administrative Plan for scheduling inspections, prioritizing scheduling, and addressing potential scheduling issues. Such issues may include, but are not limited to: instances when owner requests for scheduling inspections are not timely, one or more inspections are cancelled, access to the unit is denied, or the unit does not pass the inspection after a reasonable time.

2.1.1.5 Devices and Equipment

The PHA has the discretion to require inspectors to use other testing devices during inspections in addition to those included in Section 4.2.2 Testing Devices. Additional information on the use and maintenance of any other required or optional testing devices, or personal protection equipment, should be included in the PHA's Administrative Plan.

2.1.1.6 Deficiency Repair Verification

The PHA shall include in its Administrative Plan a procedure to verify the correction of UPCS-V Deficiencies in accordance with HUD guidelines. The procedure must require the party responsible for the correction to prove that the Deficiency was corrected within the timeframe set by HUD guidelines. The responsible party must take remedial actions to timely address instances in which the evidence submitted does not clearly indicate that a Deficiency was corrected.

The PHA shall establish a procedure for identifying units with Deficiencies that have **not** been corrected within the required timeframe to determine whether abatement of rent and/or termination of HAP is appropriate.

Finally, the PHA shall establish a procedure for resolving Deficiencies that were **incorrectly** verified as having been corrected. The procedure shall include remedial actions that will be taken against the party responsible for certifying to the false correction. These actions may include, but are not limited to: suspension of the privilege to submit evidence of corrected Deficiencies, abatement based on the date the deficiency was originally identified by the PHA inspector, or termination from the program.

At a minimum, the PHA must follow the guidance provided in Section 6.2.1 Deficiency Correction.

2.1.1.7 Abatement Procedures

Abatement procedures must be included in the PHA Administrative Plan. These procedures must comply with the requirements stated in Section 6.2.2 Abatement.

2.1.1.8 Termination of HAP Assistance

Termination of assistance procedures must be included in the PHA Administrative Plan.
The PHA must decide how long abatement will continue prior to contract termination. The PHA should not terminate the contract until the tenant finds another unit, provided the tenant does so in a reasonable time. These procedures must comply with the requirements stated in Section 6.2.3 Termination of Housing Assistance Payments.

2.1.2 Scheduling Inspections

The PHA is responsible for scheduling each of the three types of inspections: Initial, Biennial, and Special. Refer to Section 3.1. Types of Inspections and Section 4.1 Scheduling Inspections for additional guidance.

2.1.3 Enforcing Administrative Procedures

The PHA is responsible for informing the tenant and owner of necessary corrections and the time period for compliance. The PHA is also responsible for timely enforcing all necessary Administrative Procedures including verifying that deficiencies have been corrected, abatement, and termination of HAP. Refer to Section 6.2 Enforcement for additional guidance.

2.1.4 Maintaining Confidentiality

The PHA is responsible for protecting owner and tenant privacy.

Any visual or documentary evidence pertaining to UPCS-V inspections, such as photographs and videos, must be used in a manner that protects tenant and owner privacy. Some visual evidence may contain personal effects of the tenant and/or owner. The PHA shall ensure that all photographs and videos remain secure and are used only by staff or others needing access for purposes of the UPCS-V inspection.

Inspection results shall be shared only with the following stakeholders: HUD, the PHA staff, the tenant, and the owner. Results must not be shared with any other individuals.

2.1.5 Maintaining Records

During the term of each assisted lease, and for at least three years thereafter, the PHA must keep the following:

- A copy of the executed lease;
- The HAP contract; and
- The application from the tenant.

Additional information the PHA must keep for at least three years include:

- Records that provide income, racial, ethnic, gender, and disability status data on program applicants and property owner or agent (POA)[2];
- An application from each ineligible tenant and notice that the applicant is not eligible;
- Accounts and other records supporting PHA budget and financial statements for the program;
- Records to document the basis for PHA determination that rent is reasonable (initially and during the term of a HAP contract);
- Inspection reports, including visual and documentary evidence associated with inspections; and
- Other records specified by HUD.

After three years, the records may be destroyed.

[2] POA refers to the owner or any designated property representative that will accompany the inspector during the inspection, move personal artifacts, and sign any required paperwork once the inspection is complete. For legal purposes, the POA should be at least 18 years of age or older.

Inspector

2.1.6 Participating in Training

Inspectors are responsible for participating in any HUD-required training on or related to the UPCS-V protocol, and may volunteer to participate in any such optional training opportunities.

2.1.7 Conducting Inspections

Inspectors are responsible for conducting inspections in accordance with the UPCS-V Protocol. Inspectors must perform objective, factual visual assessments to ensure consistency of inspections by using UPCS-V Decision Trees. Inspectors must use an electronic handheld device such as a tablet or smartphone to conduct the inspection.

Owner

Owners are responsible for maintaining the unit in accordance with UPCS-V or higher. Owners will receive a detailed inspection report of identified Deficiencies and observations. Owners must also:

- Comply with the terms of the lease.
- Cooperate with the tenant by responding promptly to requests for needed repairs or maintenance.
- Cooperate with the PHA on Initial, Biennial, and Special Inspections, including correcting deficiencies within the prescribed timeframe.

Tenant

Tenants are responsible for complying with the terms of the lease and helping to keep the unit safe and sanitary. Tenants will receive a detailed inspection report of identified Deficiencies and observations. Tenants must also:

- Cooperate with the PHA on Initial, Biennial, and Special Inspections, including correcting deficiencies within the prescribed timeframe.
- Within the timeframe established by HUD, correct UPCS-V fail items resulting from:
    - Failure to pay for tenant-supplied utilities;
    - Failure to supply appliance(s) required by the lease; or
    - Damage to the unit caused by the tenant or the tenant's guests.

3 UPCS-V OVERVIEW

Types of Inspections

3.1.1 Initial Inspections

The PHA is required to conduct an Initial Inspection for each unit that is triggered by its tenancy approval process. The tenant and owner must be notified of the inspection results and the unit must pass the UPCS-V inspection before the execution of the assisted lease and housing assistance payments (HAP) contract and the initiation of payments.

PHAs with up to 1,250 budgeted units must conduct the inspection within 15 days after the tenant submits a request for tenancy approval. PHAs with more than 1,250 budgeted units must conduct the inspection within a reasonable time after the tenant submits a request for tenancy approval. If possible, the inspection should be completed within 15 days.

The 15-day period is suspended when the unit is unavailable for inspection. For example, if a tenant submits a request for tenancy approval on the 15th of the month but the owner indicates the unit will not be available until the 1st of the next month, the 15-day clock to complete the inspection starts on the 1st of the next month. This policy typically refers to a unit that is still occupied by an outgoing tenant who has refused to allow the owner access for an inspection. Therefore, this policy relieves the PHA of the 15-day time limit. The 15-day clock should restart once the owner has free access to the unit and can reschedule the inspection.

The PHA may use several methods to inform owners of UPCS-V requirements prior to the date of the inspection, including: owner briefing materials, the PHA's website, telephone discussions, inclusion of UPCS-V requirements in tenancy approval materials, monthly newsletters to owners in the HCV program, owner workshops, and public meetings with current and prospective owners. It is advantageous to the PHA and the prospective tenant for the unit to pass inspection on the first attempt, as a HAP contract may not be executed, nor may a tenant move into the unit, until the unit passes inspection. In addition, if the unit passes inspection on the first attempt, the PHA will save on the cost of a re-inspection.

Deficiencies identified during an Initial Inspection must be corrected within the timeframe established in Section 3.3 Defects and Time for Repair.

3.1.2 Biennial Inspections

Each unit must be inspected biennially (once every two years) during an assisted tenancy to determine if the unit meets UPCS-V. The unit must be in compliance with UPCS-V requirements throughout the assisted tenancy, meaning conditions must not deteriorate between inspections. Deficiencies identified during a Biennial Inspection must be corrected according to the timeframe established in Section 3.3 Defects and Time for Repair.

3.1.3 Special Inspections

Special Inspections include two types of inspections: Complaint and Quality Control.

3.1.3.1 Complaint Inspections

Complaint Inspections are conducted in response to complaints regarding inspectable items that do not meet UPCS-V. The PHA must investigate complaints registered by tenants, owners, or other sources.

Deficiencies identified during a Complaint Inspections must be corrected according to the timeframe established in Section 3.3 Defects and Time for Repair. Failure to comply with Deficiency notices from Complaint Inspections results in the abatement of HAP to owners and/or termination of program assistance for tenants.

3.1.3.2 Quality Control Inspections

Quality Control Inspections are part of SEMAP requirements. During Quality Control Inspections, a PHA supervisor re-inspects a sample of units under contract during the PHA fiscal year. Completed UPCS-V inspections included in the sample must be no older than three months at the time of the re-inspection. The sample must represent a cross section of neighborhoods where HCV Program units are located and inspections completed by all UPCS-V inspectors. The sample should also include a cross section of Initial and Biennial Inspections.

Deficiencies identified during a Complaint Inspections must be corrected according to the timeframe established in Section 3.3 Defects and Time for Repair. Failure to comply with correction notices issued from Quality Control Inspections will result in abatement of HAP to owners and/or termination of program assistance for tenants.

Inspection Structure

UPCS-V contains five inspectable areas: building exterior, unit, building systems, common areas, and site. UPCS-V is primarily centered on the unit, but includes items within the other four areas that negatively affect the habitability of the unit or the health and safety of its tenants.

Each inspectable area has one or more inspectable items. An inspectable item is a component of an inspectable area that is to be evaluated under the UPCS-V protocol (see Figure 1 for the association of inspectable areas and items.) During an inspection, an inspector must evaluate all applicable inspectable items within each inspectable area for defects.

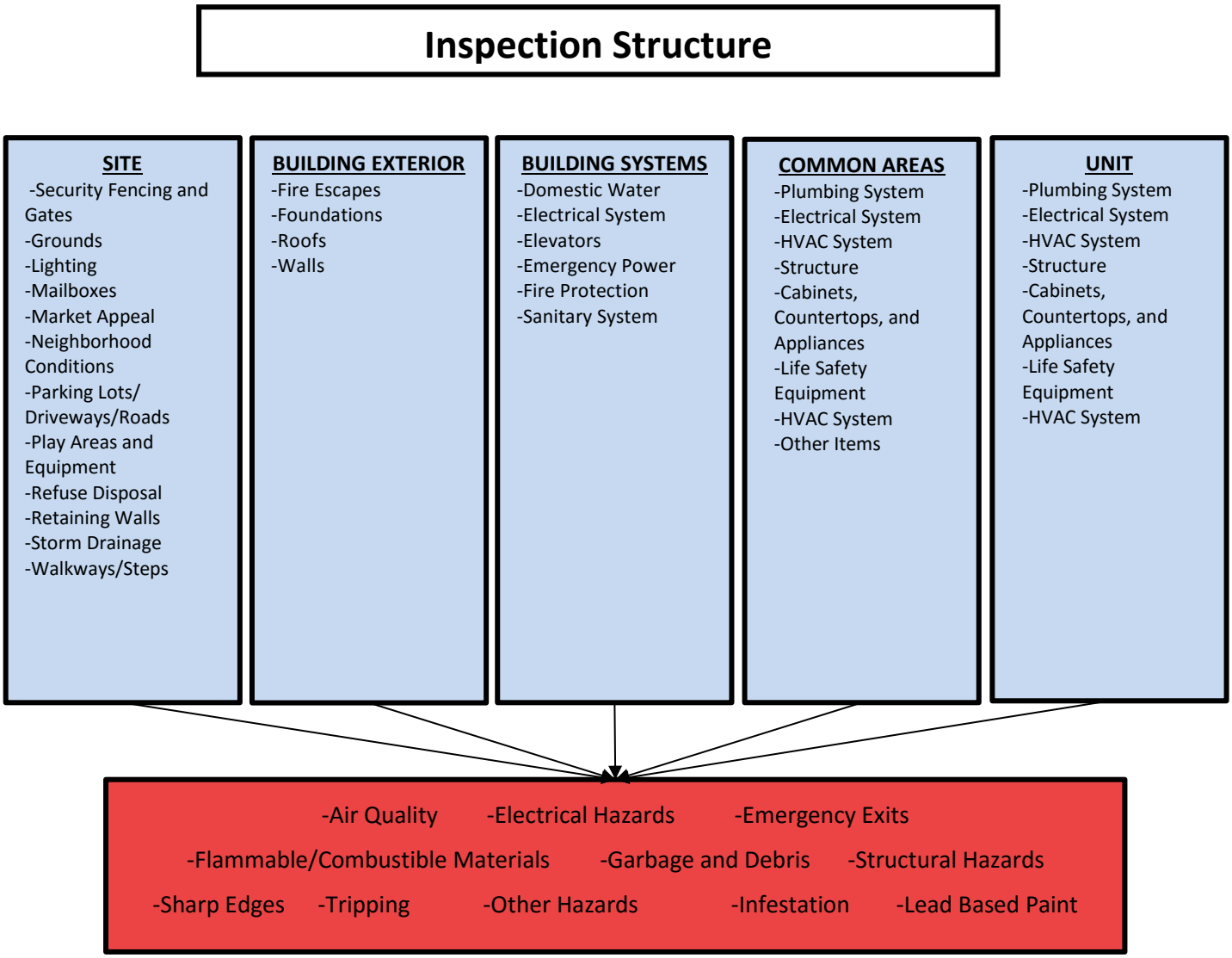

Figure 1: UPCS-V Inspectable Area Structure

Defects and Time for Repair

3.1.4 Types of Defects

Recordable defects are categorized into three levels of severity: L1 Minor Defect, L2 Major Defect, and L3 Significant Defect. Based on the inspectable item and severity, defects are classified in two ways:

1) **Observations:** Defects that are noted but do not cause the unit to fail.
2) **Deficiencies:** Defects that are noted and cause the unit to fail.

All defects, whether an Observation or a Deficiency, must be identified as the responsibility of either the owner or the tenant. Defects are generally assignable to tenants when there is evidence that the tenant, a member of the tenant's household, or a guest caused the damage and it is above the normal wear and tear of living in a unit. Defects that are structural in nature, or that regard building system components, are usually assignable to the owner.

It is important to note that only Deficiencies must be repaired or addressed. Unless a Deficiency is classified as Life Threatening or Emergency, it must be corrected within **30 days.**

Deficiencies that are identified as posing a threat to the health and safety of the tenant, but may not be directly associated with a particular inspectable item, are categorized separately as Health and Safety Deficiencies, which can apply across all five inspectable areas.

3.1.5 Life Threatening and Emergency Deficiencies

Depending on the nature of the condition, Deficiencies can also be classified as Life Threatening or Emergency (LTE). If a Deficiency is classified as LTE, it must be addressed within **24 hours.**

Life Threatening Deficiencies are defined as certain conditions that present imminent probability of serious injury. These Deficiencies could be 1) large and/or sharp enough to cut and/or puncture the skin, resulting in bleeding, 2) cause an injury that would damage part of the body rendering it useless or unable to be used as intended, and 3) allow exposure to toxic substances or other health hazards that can shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to manifest immediately upon contact with the deficiency.

Emergency Deficiencies are defined as conditions that do not present an imminent probability of serious injury, but if left unchecked for 24 hours, would most likely lead to a health and safety condition directly affecting the tenant. Emergency Deficiencies may also cause undue burden on the tenant if the deficiency is not repaired or mitigated for 30 days. Table 1 below provides a list of common LTE Deficiencies.

Table 1: Common LTE Deficiencies
Life Threatening
Gas (natural or liquid petroleum) leak or fumes
Electrical hazards which could result in shock or fire
Inoperable or missing smoke detector
Inoperable or missing carbon monoxide detector
Gas/oil fired water heater/HVAC with missing or misaligned chimney
Missing or expired fire extinguishers (where required)
Lack of alternate means of exit in the event of fire or blocked egress
Emergency
Missing entry door
HVAC system fails to meet established criteria for emergency heating or cooling with consideration for ambient temperature range and ventilation
Absence of at least one functioning sink and toilet in unit
No working refrigerator
No working stove/oven or other method of heating/preparing food
Major plumbing leaks or flooding
Utilities not in service (e.g., electricity, gas (LP/natural), water or oil)
No running hot water
Structural integrity condition where the building, or a component of the building, is in imminent danger of potential collapse

In addition to the common LTE deficiency list above, each PHA should still account for regional LTE specific factors, and/or tenant population specifics that may warrant additions to this list. Any additional LTE Deficiencies should be noted and detailed in the PHA Administrative Plan.

Local Variances

HUD may grant approval for a PHA to use variances. These variances usually consider local code, climatic, and geographic conditions.

Variances may only be approved by HUD, and only if the variance meets or exceeds UPCS-V without unduly limiting the amount and types of rental housing available. HUD will not approve a variance if the change is likely to adversely affect the health or safety of tenants or severely restrict housing choice.

For information on including local variances in inspections, see Section 5.3.2 Recording Local Variances.

Inspection Outcomes

There are four possible inspection outcomes: Pass, Fail, Unsuccessful, and Incomplete.

An inspection is considered complete when the PHA inspector is able to verify the proper operation of all applicable UPCS-V inspectable items. To make this judgment, the inspector must be physically at the HCV unit location and determine if the unit:

1) Meets all Section 5.4 Fundamental Requirements; and
2) Determines the initial status of all applicable inspectable items based on the UPCS-V Protocol.

3.1.6 Pass

A unit is considered to be in "Pass Status" when an inspection is completed and the following conditions are met:

1) There are no unresolved UPCS-V Deficiencies.
2) All Section 5.4 Fundamental Requirements are met.

Any additional conditions described in the inspection report should serve to:

- Establish the precondition of the unit;
- Indicate possible additional areas to negotiate with the owner;
- Aid in assessing unit rent reasonableness; and
- Aid the tenant in deciding among possible rental units.

The tenant is responsible for deciding whether these conditions are acceptable.

3.1.7 Fail

A unit is considered to be in "Fail Status" when one of the following inspection conditions exists:

1) There are one or more unresolved UPCS-V Fail Deficiencies;
2) One of the Section 5.4 Fundamental Requirements has not been met; or
3) An inspection remains Incomplete for more than 72-hours.

PHAs must identify these conditions to the owner and tenant and address the steps necessary to bring the unit up to the standard.

3.1.8 Unsuccessful

An inspection is Unsuccessful when an inspection cannot start because either:

1) The POA is not available for the inspection; or
2) Unsafe conditions prevent the inspector from starting an inspection.

Inspectors should consult the PHA Administrative Plan for additional guidance and information for conditions that may result in an Unsuccessful Inspection. For example, some PHAs require the owner or tenant who is present at the inspection to be at least 18 years or older. Per those PHA guidelines, the inspection will be deemed Unsuccessful if such an individual is unavailable.

3.1.9 Incomplete

An inspection is Incomplete when an inspector arrives on site at the scheduled date and time, and begins the inspection, but is interrupted. Examples of interruptions include, but are not limited to:

1) Malfunction of the electronic Data Collection Device (DCD) software;
2) Inspectable areas not accessible; or
3) A disconnected utility does not allow the inspector to verify if one or more inspectable items are functioning properly.

Inspectors should consult the PHA Administrative Plan for additional guidance and information for additional conditions that may result in an Incomplete inspection. PHAs may continue with the inspection when it has been determined that an inspection cannot be completed, however the inspector must still return at a later date or time to fully inspect the unit before the inspection will be considered complete. Remote verification cannot be used to change the status of a unit from "Incomplete" to "Pass" or "Fail."

IMPORTANT: All LTE Deficiencies must be reported to the owner and tenant immediately for Incomplete Biennial and Special Inspections. The responsible party must mitigate all LTE Deficiencies within 24 hours. The PHA must then verify all LTE Deficiencies have been mitigated within the required repair timeframe. All other defects should be noted and included on the final report once the PHA is able to return to the unit and complete the inspection.

4 PRE-INSPECTION

Scheduling Inspections

The PHA must schedule each of the three types of inspections: Initial, Biennial, and Special (Quality Control and Complaint Inspections). All three types of inspections may result in re-inspections if Deficiencies are identified that result in Fail Status.

Initial Inspections must be scheduled in accordance with HUD's program requirements. Biennial Inspections, Quality Control inspections, and all resulting re-inspections, must be scheduled in accordance with Section 8 Management Assessment Program (SEMAP) requirements.

When scheduling Complaint Inspections, the PHA should distinguish between LTE and all other matters, and prioritize scheduling accordingly. Inspections for LTE matters must be scheduled as quickly as possible after receipt of a complaint, and must not be scheduled beyond the next business day. For all other matters, the PHA should schedule inspections within seven days. When repeated complaints about an assisted property are received, the PHA may conduct routine inspections more often than biennially.

The PHA shall consider the following factors to determine how many total inspections will need to be scheduled and completed each year:

- Number of units under contract with the PHA;
- Anticipated number of requests for expected tenancy approvals (e.g., new families and transfers) in the coming year;
- Unit fail rates for Initial and Biennial Inspections;
- Re-inspection fail rates for Biennial Inspections;
- Number of Complaint Inspections anticipated annually; and
- Number of Quality Control Inspections required.

After estimating the number of required unit inspections, the PHA should take into account the following factors when determining the number of staff needed to complete required inspections:

- Number of days employees actually conduct inspections each year (exclude time in office, training days, vacation, sick days, and approximate number of days lost to weather conditions for the area);
- Travel time; and
- The amount of time required for an inspector to complete thorough inspections, taking into account unit type and number of bedrooms.

This analysis will indicate the number of inspections each inspector can schedule and complete each day. Inspections should begin at any time during normal business hours on which the owner or tenant and PHA mutually agree.

4.1.1 Rescheduling Inspections

If an inspector needs to reschedule an inspection for any reason, the inspector must do so at the earliest opportunity possible. This allows the other participants in the inspection to adjust their schedules accordingly.

Inspectors should not cancel inspections within 72 hours if at all possible. When it is within 72 hours of the inspection's start time, the inspection should only be rescheduled for acceptable reasons. Acceptable reasons include severe weather conditions, incapacitating illness or other emergencies of a rare and unusual nature. However, in the absence of a severe weather advisory, inspectors should attempt to inspect all properties regardless of the conditions.

Similarly, if the owner or tenant needs to reschedule the inspection, they must contact the PHA at the earliest opportunity possible.

Required Inspector Equipment

4.1.2 Data Collection Device (DCD)

The inspector must use a DCD to conduct all UPCS-V inspections. A DCD is a stand-alone tablet or smartphone that can be used to record, upload and download data files, and submit conditions of HCV Program units into a centralized HUD database using UPCS-V compliant software. The DCD must have a built-in camera to photograph Deficiencies.

To meet HUD guidelines, PHAs are responsible for developing software that adheres to HUD's reporting requirements and is compatible with the Decision Tree and their DCD.

4.1.3 Testing Devices

The inspector must use certain required testing devices to conduct UPCS-V inspections. These include:

- Distance measuring device (such as a tape measure)
- Lighting device (such as a flashlight)
- Temperature measuring device (such as thermometer)[3]
- Circuit analyzer

Confirming the Inspection

On the day before the inspection is scheduled to take place, the inspector shall:

- Confirm date, time, and inspection location in advance by calling the designated POA prior to arriving on site to confirm a timeframe for arrival; and
- Review the inspection property profile.

On the day of the inspection, the inspector must arrive on time and display identification badge (if applicable).

[3] A temperature measuring device must be water resistant; have auto shut-off; not be used for food or cooking testing; and have a minimum temperature range of -5 degrees to 120 degrees Fahrenheit.

5 CONDUCTING THE INSPECTION

Preparing to Conduct the Inspection

5.1.1 Professionalism and Conduct

To the general public, the inspector acts as the PHA and HCV Program representative. In many cases, the inspector will be the single most visible contact between the owner, tenant and PHA. It is essential for inspectors to carry out their work functions with the highest levels of professionalism. In addition, the inspector must conduct the inspection free of biases. If the inspector has a background in other types of housing inspection (e.g., code enforcement or real estate appraisal), the perspective of this previous work must not interfere with the application of the requirements set forth in UPCS-V Protocol.

The following activities are among those that an inspector should not engage in:

- Purposeful violations and/or omissions of the UPCS-V Protocol.
- Carrying a firearm onto a property.
- Theft or intentional property damage when at a property.
- Fraudulent activity associated with an inspection.
- Threaten or actual violence against a person while conducting an inspection.
- Sexual or other harassment when at a property.
- Other unprofessional conduct.

Above all else, the inspector's decisions must guarantee the minimum requirements are enforced. It is extremely important for inspectors to apply the same standards objectively to all units.

An inspector should never underestimate their responsibility in conducting consistent and accurate inspections. An inspector's decisions have significant impact on the lives of many people—tenants and owners. A decision to pass or fail a unit always affects the quality of housing the tenant secures under the HCV Program. It also frequently affects whether the tenant has to move, how many units a tenant looks at before one is found to be acceptable, and how much rent is paid. To owners, the inspector's decision can affect vacancy rates, levels of repair and maintenance, and the content and tenor of tenant-owner interaction regarding housing conditions.

5.1.2 Interacting with the POA

- Prior to beginning the inspection, inspectors should explain to the POA how the inspection will be conducted. This should include where the inspector plans to start and the direction in which the inspector will move.
- The POA must accompany the inspector during the entire time on the property.
- The inspector should also specify that any closed or locked doors must be opened by the POA. In addition, if personal artifacts, such as a sofa, block access to an inspectable item, the POA is responsible for moving the artifact. Inspectors should make clear they are not permitted to touch personal artifacts, including the moving of furniture.[4]
- During the inspection, when a deficiency is identified, the inspector should also note the stakeholder (owner or tenant) responsible for correcting the deficiency.

[4] Inspectors should review their PHA's Administrative Plans for any exclusions to this recommendation.

Inspection Sequence

When an inspector is ready to begin the inspection, it is recommended that they proceed in the following order: Building Exterior, Unit, Building Systems, Common Areas, and Site. Below is additional guidance on how these five inspectable areas should be inspected.

5.1.3 Building Exterior

- Weather-permitting, inspectors are recommended to conduct the building exterior inspection prior to moving inside the unit. This is important to help the inspector identify areas on the inside of the unit that may be negatively impacted by exterior conditions. For example, if an inspector identities roof damage, the inspector knows to inspect for potential water damage on the ceiling of the unit associated with the roof damage.

5.1.4 Unit

- The inspector should verify the unit address under inspection and any associated boundaries, including common areas and detached structures to that specific unit prior to starting the inspection.
- Inspectors should start on the highest floor of a unit and navigate through the rest of the unit while identifying paths of travel for egress.
- Prior to entering a room for inspection, inspectors should take a broad perspective of the room and visually examine the entire room from the ceiling to the floor.
- To inspect any room or space within a unit, inspectors should start on the right of the space and/or room entrance and move in counterclockwise direction to cover all inspectable items.
- When conducting the inspection, inspectors should record identified defects as soon as they are observed.
- Inspectors should consistently conduct all inspections following the same routine to minimize overlooking defects.

5.1.5 Building Systems

- The inspector should determine that the system component under inspection is associated with the unit. It is important to make the distinction between systems that are related to the unit versus those that service another unit, because only building systems associated with the unit under inspection are inspected for defects. An inspector should not fail a unit due to a deficiency in a building system not associated with the unit under inspection.

5.1.6 Common Areas

- Inspectors are recommended to stay within the boundaries of the inspection.[5] They should not venture outside of those boundaries to identify defects.

[5] Refer to the Common Areas definition in Appendix A: Defect Dictionary which identifies an inspection's boundaries.

5.1.7 Site

- Similar to common area procedures, inspectors are recommended to stay within the boundaries of the inspection to identify defects.[6]

Recording Defects

All defects must be recorded on the DCD at the time they are observed. Once the inspection is complete, the inspector must submit DCD data to a central HUD location where the information is archived, checked, and reviewed for quality assurance.

UPCS-V uses UPCS-V Decision Trees to track and record observations and Deficiencies. The Decision Tree creates a path to accurate decision making and guides inspectors to consistent and reliable outcomes.

5.1.8 Photographing Deficiencies

Inspectors must take photographs of all Fail Deficiencies. Inspectors may, but are not required to, photograph all other Defects. PHAs must ensure that all photographs:

1. Contain date and time stamps;
2. Clearly depict the cited Deficiency;[7]
3. Include an item for scale, such as a ruler, to identify the size of the condition; and
4. Omit depictions of any individuals including the inspector, owner, tenant or any other personally identifiable information.

The inspector must indicate the reason for not taking a photograph in the event a photograph is not uploaded with a Fail Deficiency.

Error! Reference source not found. depicts a decision-making process flowchart for inspectors to determine when to take a picture of a Deficiency.

[6] Refer to the Site definition in Appendix A: Defect Dictionary for further clarification of an inspection's boundaries.
[7] For inoperable item Deficiencies (e.g. smoke detectors, GFCI receptacles (outlets), a door that will not close, etc.), the photo must show the inoperable items. The inspector need not attempt to demonstrate the deficiency in the photo.

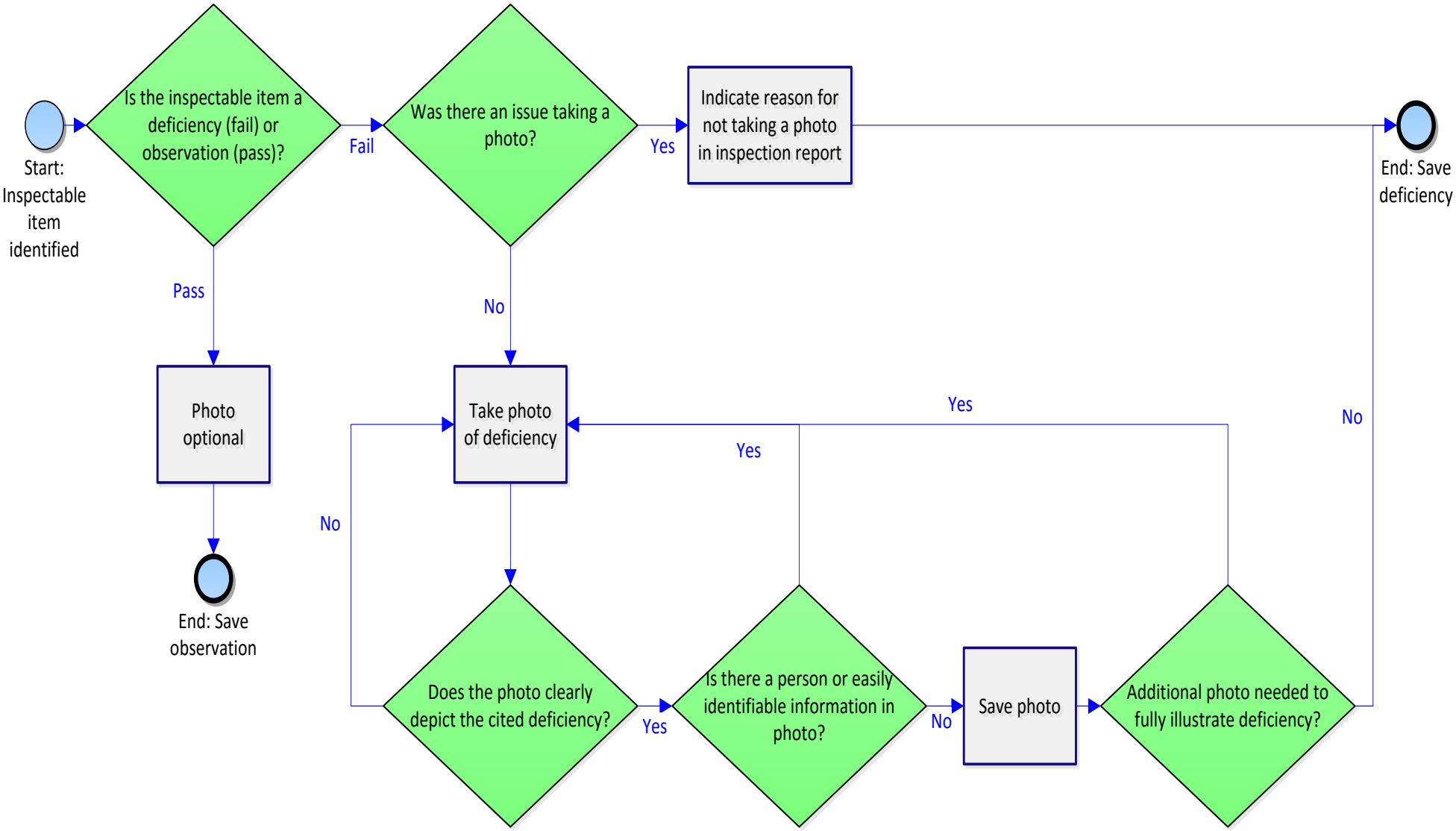

Figure 2: UPCS-V Required Photos

5.1.9 Recording Local Variances

Once HUD-approved variances are incorporated into a PHA's inspection process, the inspector must take these approved variances into account when determining if an inspectable area meets the minimum requirements based on the UPCS-V minimum standard. If an approved variance was used to qualify or disqualify a unit from the program, the inspector must include a comment regarding the variance in the DCD. This information will be primarily collected on initial inspections and will only need to be updated by an inspector on Biennial or Special Inspections.

See **Error! Reference source not found.** for additional guidance on recording HUD-approved variances.

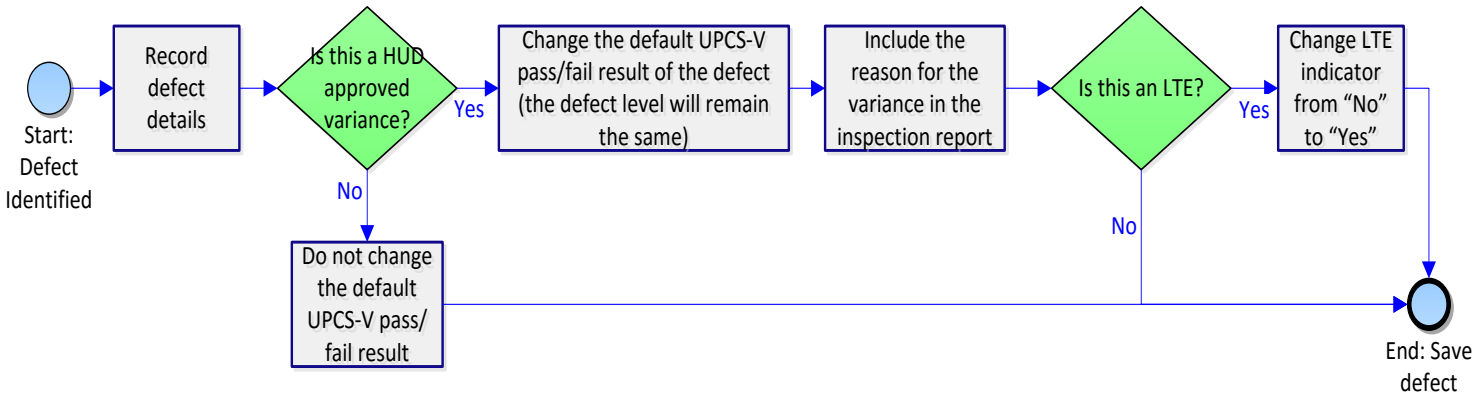

Figure 3: Guidance for Recording HUD Approved Variance

Assessing Fundamental Requirements

Potential voucher units must meet certain fundamental requirements in order to pass inspection. If these requirements are not met, the inspector must record the noncompliance in the DCD and fail the unit.

Fundamental requirements include the following:

5.1.10 Space and Security

- All units at a minimum must have a living room, a kitchen and a bathroom.
- If the unit is an efficiency apartment, the living room should be considered present.
- A habitable room is a room used or intended to be used for living, sleeping, or eating purposes, but excluding bathrooms, laundries, furnace rooms, pantries, kitchenettes, utility rooms, foyers or corridors, stairways, closets, storage spaces, and workshops.
- The unit must have at least one bedroom or living/sleeping room for every two persons.
- A living room may be used as a sleeping space, but no more than two persons may occupy the space.

- Other than very young children, children of opposite sex shall not be required to occupy the same bedroom or living/sleeping room.
- A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment).
- Most units have easily identifiable bathrooms (i.e., a separate room with toilet, wash basin and tub or shower). In some cases, however, a unit may have scattered bathroom facilities (i.e., toilet, wash basin and tub or shower located in separate parts of the unit).
- All bathroom plumbing fixtures (tub/shower, toilet or lavatory) if present, must be properly plumbed and in operable condition (connected to a functioning drain supplied with hot and cold running water and serving its intended function).
- At a minimum, there must be an enclosure around the toilet.
- The wash basin must be permanently installed (i.e., a portable wash basin does not satisfy the requirement).
- A kitchen sink cannot serve as the bathroom wash basin. The wash basin may be located separate from the other bathroom facilities (e.g., in a hallway).
- Unit windows that are accessible from the outside must be lockable.
- Exterior doors to the unit must be lockable.

5.1.11 Illumination and Electricity

- Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants.
- The unit must have sufficient electrical sources so occupants can use essential electrical appliances.
- Electrical fixtures and wiring must not pose a fire or shock hazard.
- There must be at least one window in the living room and in each room used for sleeping. A skylight is to be considered a window and rated like other windows.
- The kitchen must have a permanent ceiling or wall-mounted light fixture in proper operating condition; and the kitchen must have at least one electrical receptacle (outlet) in proper operating condition.
- The bathroom must have a permanent ceiling or wall-mounted light fixture in proper operating condition.
- The living room and each room used for sleeping must have at least two electrical receptacles (outlets) in proper operating condition. Permanent overhead or wall-mounted light fixtures may be substituted for one of the required electrical receptacles (outlets).
- The electrical system must be free of hazardous conditions.
- Receptacles (outlets) must be properly installed in the baseboard, wall, or floor.

5.1.12 Interior Air Quality and Ventilation

- Any room used for sleeping must have at least one window. If the window was designed to be opened, it must be in proper working order. The windows must adequately protect the unit's interior from the weather.
- Windows designed to open must function as designed.
- Either the ventilating exhaust fan or window in the bathroom must operate as intended.
- The unit must have adequate ventilation and cooling by means of openable windows or a working cooling system. Working cooling equipment refers to a central ventilation system, evaporative cooling system, or a room or central air

conditioning. These systems are not required by UPCS-V, but if present, must be operational.

- Air circulation should be checked to determine adequate ventilation. Air conditioning (A/C) provides adequate circulation as do ceiling and vent fans.
- If the unit is not equipped with central air conditioning or a central ventilation system, the requirement may be satisfied on the basis of windows that open. An inspector should test a sample of windows to see that they open. A sufficient number of windows should work in order to provide cross ventilation.

5.1.13 Water Supply

- The unit must be served by an approvable public or private water supply that is sanitary and free from contamination. The PHA should be satisfied that the water supply is approvable by the State or local jurisdiction.
- Clean water must be distributed to all unit fixtures. Plumbing fixtures and pipes must be free of leaks and threats to health and safety.
- Water-heating equipment must be installed safely and must not present any safety hazards to tenants.
- All water heaters must be free of leaks and have temperature and pressure relief valves with a discharge line. Unless safety dividers or shields are installed, water heaters must not be located in bedrooms or in living areas where safety hazards may exist.
- Fuel burning equipment must have proper clearance from combustible materials and be properly vented.

5.1.14 Wastewater Conveyance

- The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system). The PHA should be satisfied that the disposal system is approvable by the State or local jurisdiction, as applicable.
- Sanitary facilities must be in proper operating condition and adequate for the disposal of human waste.
- The kitchen sink must drain into an approvable public or private system.

5.1.15 Access

- The unit must have private access. The PHA must determine that the unit has private access without unauthorized passage through another unit or private property.
- The building must provide an alternate means of exit in case of fire. The alternate exit may consist of fire stairs, a second door, fire ladders, or exit through windows. The emergency exit must not be blocked. PHAs should seek additional guidance from local fire agencies and update their Administrative Plans as appropriate.

5.1.16 Certificates

- Certain building systems may require inspection by local authorities, including (but not limited to) HVAC, elevators, smoke detectors, back–up generators, fire extinguishers, and private well and septic systems.

- PHAs must include in their Administrative Plan which building systems require certification or proof of inspection for their locality.
- For additional guidance on evaluating specific certificates, reference the applicable inspectable item in the Defect Dictionary.

Amenities

Amenities are not required to be inspected, but PHAs may take amenities into consideration when establishing or calculating rent reasonableness. Examples of amenities PHAs may consider include:

- Double sink
- Working fireplace
- Glass door on shower or tub
- Modern appliances

6 POST-INSPECTION

Inspection Report

An inspection is complete when a determination of Pass or Fail is made by the inspector. Upon completion, the inspection report data is transferred to HUD. Inspection reports must cite all defects identified during the inspection process.

6.1.1 Recipients

The POA, PHA, and the tenant must receive copies of the inspection report regardless of the type of inspection that was conducted – Initial, Biennial, or Special. Inspectors are encouraged to obtain an electronic signature in the DCD from the POA acknowledging receipt of the results prior to leaving the property. If the POA refuses to sign acknowledging receipt, the inspector should note such refusal.

Refer to **Error! Reference source not found.** for a detailed process flow on obtaining a signature identifying LTE Deficiencies once the inspection is complete.

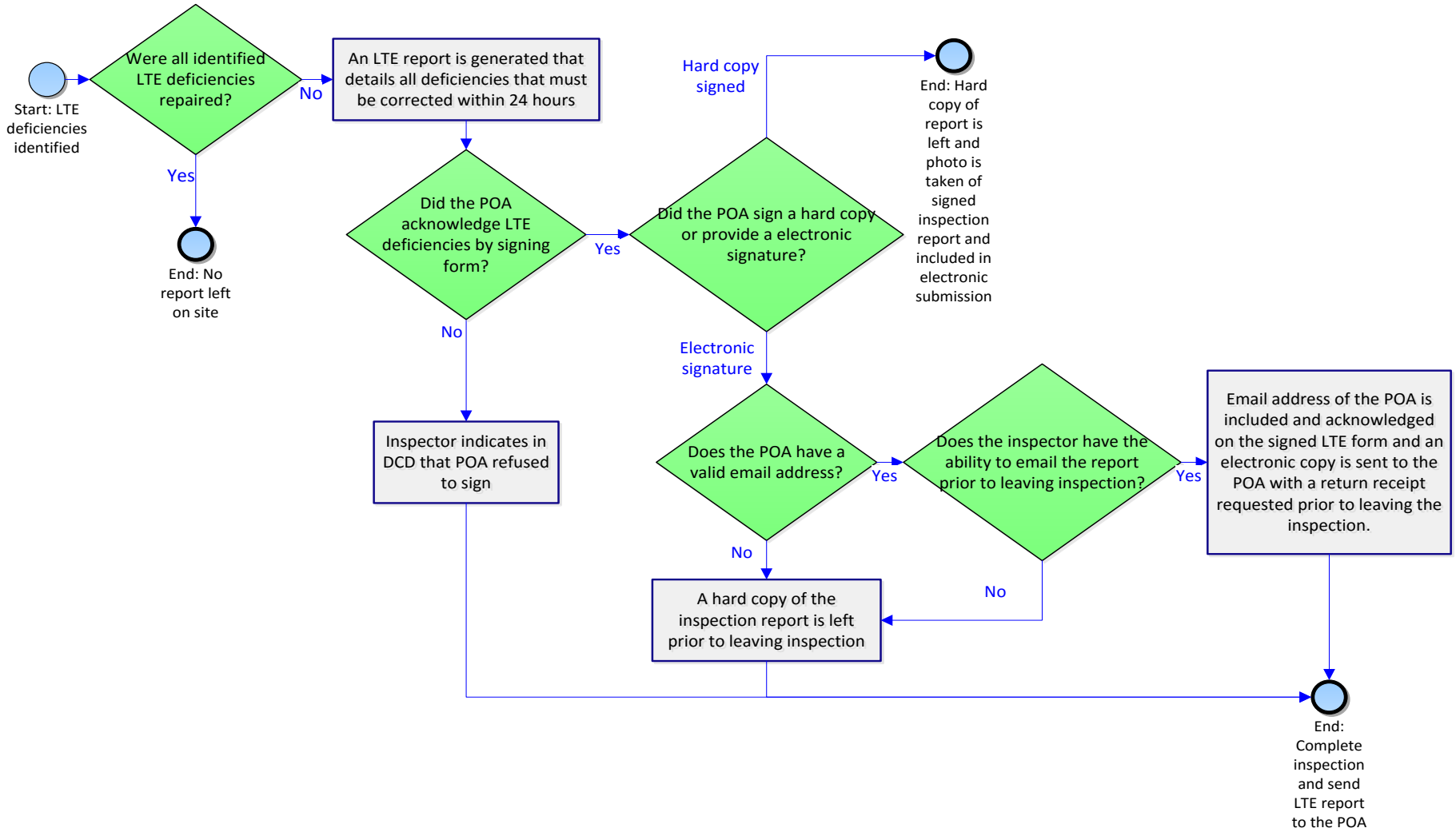

Figure 4: Obtaining a Signature for LTE Deficiencies

Enforcement

6.1.2 Deficiency Correction

The PHA must ensure that all units are inspected as required, Deficiencies are properly identified and corrected in a timely manner, and that such corrections are appropriately verified. A unit will not pass the UPCS-V inspection until the PHA verifies that the Deficiencies have been corrected.

The PHA may conduct a re-inspection to verify that the cited Deficiencies were corrected. A re-inspection is not necessary, however, if the PHA can obtain verification through other means.

A PHA may verify the correction of Deficiencies through the use of the following[8]:

a. Verifiable Third-Party Documentation: The PHA may accept verifiable third-party documentation from a licensed professional that demonstrates the proper corrections were made. All documentation must clearly address the cited deficiency and include the license or certificate number of the professional who certified the deficiency was corrected. Examples of acceptable third-party documentation include invoices for work completed or signed letters attesting to the completion of repairs.

b. Visual Evidence: The PHA may accept photographs and videos to verify that Deficiencies have been corrected. When a photograph or video is submitted by the party responsible for the correction, it must be clearly labeled and matched to a specific UPCS-V deficiency cited by the inspector. It is recommended that visual evidence only be accepted for Deficiencies in cases where the inspector took a photo or video of the deficiency during the inspection. This allows the PHA to match and compare the visual evidence of a correction with the photograph or video provided by the inspector of the original deficiency.
    i. Acceptable photographs and videos must, upon submission:
        1. Fully illustrate that the observed deficiency has been corrected; and
        2. Be accompanied by supporting documentation that provides:
            a. The inspection number or unit number and date of inspection;
            b. The specific UPCS-V deficiency represented in the photograph or video; and
            c. The time and date the photograph or video was taken.

    The PHA may reject photographs and videos that do not meet these requirements and require the responsible party to either resubmit acceptable visual evidence or provide an alternative means of verification that the deficiency has been corrected.

c. Self-Certification of Repairs: The PHA may accept self-certification of corrected Deficiencies. Self-certification must include the:
    i. Owner's printed name and dated signature;
    ii. Tenant's printed name and dated signature; and
    iii. Information that links the certification to the inspection that cited the deficiency.

[8] Remote verification through verifiable third-party documentation, visual evidence, and self-certification do not apply to any inspection that was failed due to an incomplete inspection converting to "Fail Status."

Provided the above requirements are met, a PHA may accept self-certification on an Initial Inspection for a Deficiency that results from a missing tenant-supplied appliance. The PHA must record the Deficiency based on the UPCS-V protocol and show the Deficiency as resolved based on self-certification. For the PHA to accept self-certification for tenant-supplied appliances, the following conditions must be met:

1) The PHA or inspector verifies that the tenant is listed as "Provided by" or "Paid by" on the HUD Form 52517 Request for Tenancy Approval.
2) The PHA or inspector verifies that the tenant has certified appliances that will be provided and are in operable condition (this causes the unit to "pass").[9]
3) The inspector details what UPCS-V considers a "pass" for the missing appliance to ensure the tenant only provides appliances that meet UPCS-V standards.
4) The inspector has ensured appropriate hookups for the appliance(s) are present;
5) The tenant or owner certifies within 60 days after move-in that the appliance(s) have been installed and are operable.[10]
6) The tenant acknowledges (through writing or some alternative and verifiable method) that failure to provide the required appliance(s) in operable condition, as defined by UPCS-V, may result in an investigation for fraud and the termination of program assistance.

The PHA may conduct a follow-up Special Inspection after the HAP contract has been executed and the tenant has moved into the unit to verify the appliance was properly installed.

In some instances, an owner or tenant may correct a deficiency during an inspection. Figure 3: UPCS-V Deficiency Repaired outlines a process flow for how inspectors should record this deficiency correction in the DCD.

As part of its ongoing quality control process, a PHA shall verify the correction of a sampling of Deficiencies previously verified as corrected by means that did not require a re-inspection. The PHA should include a representative sample of both life-threatening and non-life threatening Deficiencies.

The PHA shall notify HUD that all Deficiencies have been corrected in a timely manner and indicate which method was used to close a Deficiency. The PHA is not required to submit the evidence of correction to HUD as part of the UPCS-V inspection process. HUD may, however, as part of its oversight of the HCV Program, request evidence from a PHA for any deficiency closed for a period of up to three years from the date of the initial inspection.

[9] This could be done as part of or after the Request for Tenancy Approval (RFTA).
[10] An on-site re-inspection is not required.

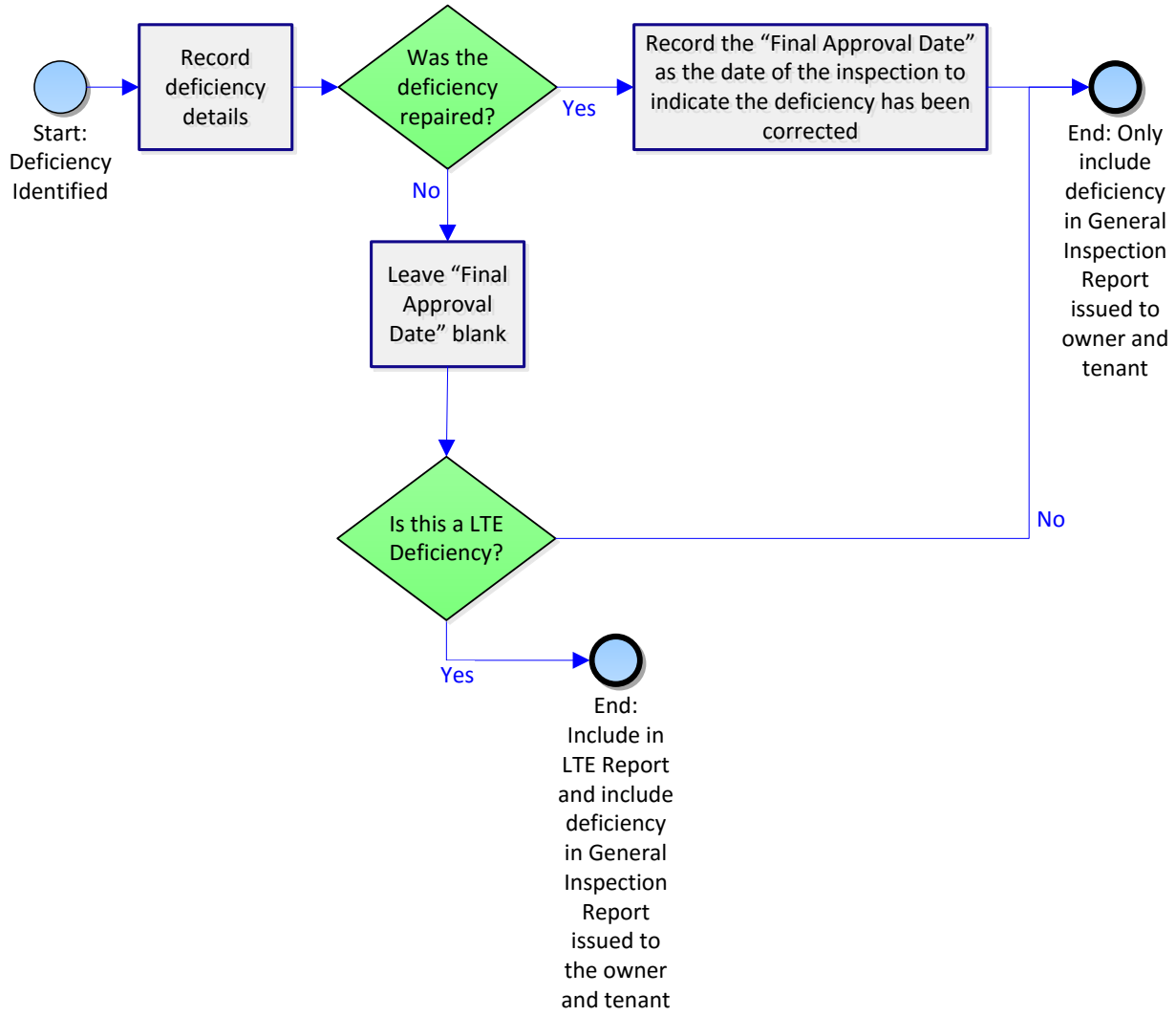

Figure 5: UPCS-V Deficiency Repaired

6.1.3 Abatement

The PHA must abate HAP to owners who do not comply with notifications to correct UPCS-V Deficiencies within the specified time period. Both the owner and the tenant must be notified of intent to abate. HAP shall never be abated for tenant-caused Deficiencies.
In some cases, the PHA may extend the time period for correction of Deficiencies for valid reasons detailed in the PHA's Administrative Plan. If owners do not comply with notifications to correct UPCS-V Deficiencies within the extended time period, the PHA must abate HAP payments. Again, both the owner and tenant must be notified of intent to abate.

All abatements must begin on the first of the month following the failure to comply.

Following an inspection, the PHA must abate HAP to the owner for failure to correct a UPCS-V deficiency within the timeframe specified in Section 3.3 Defects and Time for Repair, or within the timeframe established by the PHA in its Administrative Plan.

6.1.4 Termination of Housing Assistance Payments

The PHA is responsible for terminating HAP when appropriate. In addition to the circumstances specified in the PHA Administrative Plan, HAP must be terminated when:

1. The Owner fails to correct Deficiencies within the timeframe specified in Section 3.3 Defects and Time for Repair.
2. The Tenant fails to correct Deficiencies they caused within the timeframe specified in Section 3.3 Defects and Time for Repair. The PHA must notify the owner of its intent to terminate the tenant's program assistance so the owner can begin eviction procedures. The PHA must continue to pay the owner until the eviction is completed. If the tenant is evicted and remains liable for unpaid rent or damages, the PHA may determine that the tenant is ineligible for future assistance.

7 APPENDIX A: DEFECT DICTIONARY

This Dictionary is the inspector's primary resource when determining defects. The Dictionary lists all defects in each of the five inspectable areas of UPCS-V: building exterior, unit, building systems, common areas, and site, and includes a separate section for health and safety defects. Each defect is listed including the levels of defects and its status with respect to LTE categorization. Each defect includes pertinent notes and guidance for the inspector.

7.1.1 Building Exterior

The building exterior inspectable area is limited to the vertical and horizontal surfaces of the structure including exterior surfaces of attached carports, garages, storage, or mechanical sheds, within the drip line of the building's roof. On multi-unit buildings, the inspector is to evaluate only defects that directly and adversely affect the unit.

Notes:

1) ***Lighting affixed to exterior wall:*** *Lights controlled by a switch inside of or attached to the unit are evaluated under Lighting – (unit). All other outside light fixtures on the building are evaluated under Lighting (site).*
2) ***Equipment affixed to exterior wall:*** *The individual meter box that services the voucher unit would be recorded under the unit. Ganged meters default to Health and Safety as often they are not clearly marked by unit and are a building wide component.*
3) ***The A/C disconnect (or other means of disconnect) would follow the same rule:*** *If the inspector cannot determine which disconnect belongs to the unit then the disconnects are evaluated for health and safety concerns and recorded under the applicable Health and Safety inspectable item.*
4) ***Decks, patios, porches, and balconies:*** *Are recorded under the area that they serve. A common patio intended as a recreation area for the tenants is evaluated under Patio/Porch/Balcony - (Common Areas). A deck dedicated to the voucher unit is evaluated under Patio/Porch/Balcony – Baluster/Guardrails Damaged (Unit) with elements such as porch floor, ceiling, walls, lighting, etc. recorded under the associated unit inspectable item. For example, if the unit's porch ceiling had a large hole that hole would be recorded under Holes (Ceiling – Unit).*
5) ***Exterior stairs:*** *Exterior stairs are to be associated with the inspectable area that they service. For example, the front steps and stoop that lead to the unit's front door are evaluated under Stairs (Unit), if a set of stairs serve to provide access to multiple units the inspector would record defects in Stairs/Handrails Damaged (Common Areas). All stairs and walkways outside the drip line of a building's roof and not directly servicing a building or unit are considered Site elements.*
6) ***Damage to exterior of units adjacent/connected to the voucher unit:*** *On multi-unit buildings only the exterior walls, roofs, and other elements of the structure that have a direct bearing on, and are in the vicinity of the voucher unit are evaluated. Damage not directly on the exterior of the unit, but nearby, which the inspector believes, could negatively affect the unit should be recorded. For example, a hole in the exterior wall of the unit directly above the voucher unit would be recorded as Exterior/Walls/Holes – L2/Pass with Comment. If water damage is observed inside unit as a result of the hole above – fail the unit under Unit/Walls/ Water Stains/Water Damage.*

BUILDING EXTERIOR INSPECTABLE ITEMS

Items to inspect for "Building Exterior" are as follows:

- Fire Escapes
- Foundations
- Roofs
- Walls

Fire Escapes (Building Exterior)

Fire escapes are a system of connected walkways, ladders, or stairs on the exterior of a building accessed by windows or doors that allow residents of a multi-floor building to escape during a fire or emergency and are intended for emergency use only.

This inspectable item can have the following defects:

- Blocked Egress/Ladders
- Visibly Missing/Damaged Components

Blocked Egress/Ladders (Fire Escapes – Building Exterior)

Defect: Any part of the fire escape, including ladders, is blocked, limiting or restricting people from exiting.

Notes:

1) *This includes fire escapes and windows or doors providing direct access to the fire escape that would be used in an emergency.*
2) *Many state and local building or fire jurisdictions require regular inspections of "Fire Escape Systems" by approved or licensed professionals. There may be documentation available from the POA on the current inspection.*
3) *Exterior stairs that are for day-to-day use should be cited under "Stairs (Common Areas)".*

Level of Defect:

Level 3/Fail/Life Threatening: Stored items or other barriers restrict or block people from exiting.

Visibly Missing/Damaged Components (Fire Escapes – Building Exterior)

Defect: Any of the components that affect the function of the fire escape are missing or damaged.

Note:

1) *The defect definition only includes missing or damaged components of fire escapes since the inspector is not expected to test any component of the fire escape outside of doing a non-invasive, visual inspection.*

Level of Defect:

Level 3/Fail/Life Threatening: Any of the functional components that affect the function of the fire escape, for example, one section of a ladder or a railing, is missing or damaged.

Foundations/Slabs (Building Exterior)

Lowest level structural wall or floor (slab) responsible for transferring the building's load to the appropriate footings and soil. Materials may include concrete, stone, masonry and wood.

This inspectable item can have the following defects:

- Cracks/Gaps
- Spalling/Exposed Rebar

Cracks/Gaps (Foundations – Building Exterior)
Defect: A split in the exterior of the lowest structural wall/floor slab.

Note:

1) *Cracks that show evidence of water penetration should be evaluated here.*

Level of Defect:
Level 2/Pass: Cracks more than 1/8-inch-wide by 1/8-inch-deep by 6 inches long.
Level 3/Fail: Large cracks or gaps more than 3/8-inch-wide by 3/8-inch-deep by 6 inches long, a possible sign of a serious structural problem.
-OR-
Cracks that are the full depth of the wall or evidence of water penetration.

Comment: If the inspector believes that the foundation deficiency has resulted in a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard*".

Spalling/Exposed Rebar (Foundations – Building Exterior)
Defect: A concrete or masonry wall is flaking, chipping, or crumbling, possibly exposing underlying reinforcing material (rebar).

Note:

1) *Evaluate spalling (no exposed rebar) relative only to the percentage of the foundation area observed. The percentage is to be calculated based on each foundation wall of the building.*

Level of Defect:
Level 2/Pass: Obvious, large spalled area(s) affecting 10% to 50% of any foundation wall.
Level 3/Pass: Obvious, significant spalled area(s) affecting more than 50% of any foundation wall.
-OR-
Spalling that exposes any reinforcing material, such as rebar or other.

Comment: If the inspector believes the foundation deficiency will result in a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard*".

Roofs (Building Exterior)

Roof system consists of the structural deck, weathering surface, flashing, parapet, and drainage system. They may be flat or pitched.

This inspectable item can have the following defects:

- Damaged/Clogged Drains
- Damaged Soffits/Fascia
- Damaged Vents
- Damaged/Torn Membrane/Missing Ballast
- Missing/Damaged Components from Downspout/Gutter
- Missing/Damaged Shingles

Damaged/Clogged Drains (Roofs – Building Exterior)

Defect: The drainage system does not effectively remove water. Generally, this deficiency applies to flat roofs.

Notes:

1) *This does not include gutters and downspouts. For these, see "Missing/Damaged Components from Downspout/Gutter (Roofs – Building Exterior)".*
2) *If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.*

Level of Defect:

Level 2/Pass: The drain is damaged or partially clogged with debris, but the drain system still functions and there is no evidence of ponding.

Level 3/Pass: The drain is so damaged or clogged with debris that the drain no longer functions, as evidenced by ponding.

Damaged Soffits/Fascia/Soffit Vents (Roofs – Building Exterior)

Defect: Damage to soffit, fascia, soffit vents, or associated components that may provide opportunity for water penetration or other damage from natural elements.

Level of Defect:

Level 1/Pass: Damage to soffits, fascia or soffit vents, but no obvious opportunities for water penetration.

Level 3/Pass: Soffits, fascia or soffit vents are missing or so damaged that water penetration is likely but there is *no* resulting damage to the interior of the unit.

Level 3/Fail: Soffits, fascia or soffit vents that should be there are missing or so damaged that water penetration is likely and *there is* resulting damage to the interior of the unit.

Damaged Vents (Roofs – Building Exterior)

Defect: Damaged vents on or extending through the roof surface or components are damaged or missing. Vents include ridge vents, gable vents, plumbing vents, gas vents, and others.

Note:

1) *This does not include soffit vents. Soffit vents are covered under "Damaged Soffits/Fascia/Soffit Vents (Roofs – Building Exterior)".*

Level of Defect:

Level 1/Pass: The vents are visibly damaged, but do not present an obvious risk of water penetration into the structure.

Level 3/Pass: Vents are missing or so visibly damaged that water penetration into the structure is likely but there is *no* resulting damage to the interior of the unit.

Level 3/Fail: Vents are missing or so visibly damaged that water penetration into the structure is likely and *there is* resulting damage to the interior of the unit.

Damaged/Torn Membrane/Missing Ballast (Roofs – Building Exterior)

Defect: In the membrane or flashing, there is damage that is a rip or tear, including punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen, and similar materials are all subject to tears and punctures.

Level of Defect:

Level 2/Pass: Ballast has shifted and no longer functions as it should.

Level 3/Pass: Signs of damage, such as a rip or tear, including punctures, holes, cracks, blistering and separated seams to the membrane that may result in water penetration but there is *no* resulting damage to the interior of the unit.

Level 3/Fail: Signs of damage, such as a rip or tear, including punctures, holes, cracks, blistering and separated seams to the membrane that may result in water penetration and *there is* resulting damage to the interior of the unit.

Missing/Damaged Components from Downspout/Gutter (Roofs – Building Exterior)

Defect: Components of the drainage system, including gutters, leaders, downspouts, splash blocks, and drain openings are missing, damaged or clogged.

Level of Defect:

Level 1/Pass: Splash blocks are missing or damaged.

Level 2/Pass: Drainage system components are missing or damaged, but there is no visible damage to the roof, structure, exterior wall surface, or interior.

Level 3/Pass: Drainage system components are missing or damaged, causing visible damage to the surrounding building surfaces but there is *no* resulting damage to the interior of the unit.

Level 3/Fail: Drainage system components are missing or damaged, causing visible damage to the surrounding building surfaces and *there is* resulting damage to the interior of the unit.

Missing/Damaged Roofing (Roofs – Building Exterior)

Defect: Shingles/Roofing materials are missing or damaged, including cracking, warping, cupping and other deterioration.

Note:

1) *A square is 100 square feet. In roofing, measuring based on square feet is a standard construction term. Therefore, when inspecting roofs, inspectors should use this form of measurement.*

Level of Defect:

Level 1/Pass: Between 0 to 100 square feet of surface material or shingles are missing or damaged from roof areas surveyed but the condition *does not* result in damage to the interior of the unit.

Level 1/Fail: Between 0 and 100 square feet of surface material or shingles are missing or damaged from roof areas surveyed and the condition *does* result in damage to the interior of the unit.

Level 2/Pass: Between 101 and 200 square feet of surface material or shingles are missing or damaged from surveyed roof areas but the condition *does not* result in damage to the interior of the unit.

Level 2/Fail: Between 101 and 200 square feet of surface material or shingles are missing or damaged from surveyed roof areas and the condition *does* result in damage to the interior of the unit.

Level 3/Pass: 201 square feet or more of shingles are missing or damaged from surveyed roofing areas but the condition *does not* result in damage to the interior of the unit.

Level 3/Fail: 201 square feet or more of shingles are missing or damaged from surveyed roofing areas and the condition *does* result in damage to the interior of the unit.

Walls (Building Exterior)

The exterior enclosure of the building or structure. Materials for construction include concrete, masonry block, brick, stone, wood, glass block. Surface finish materials include metal, wood, vinyl, stucco.

Notes:

1) *On multi-unit buildings applies to exterior wall surfaces on (or directly adjacent) to the unit only. If a condition exists adjacent to the unit that has potential to negatively affect the unit it should be evaluated here.*
2) *This does not include foundation walls.*

This inspectable item can have the following defects:

- Cracks/Gaps
- Damaged Chimneys
- Missing/Damaged Caulking/Mortar
- Missing Pieces/Holes/Spalling
- Stained/Peeling/Needs Paint

Cracks/Gaps (Walls – Building Exterior)

Defect: A split, separation, or gap in the exterior walls.

Level of Defect:

Level 2/Pass: A crack or gap that is more than 1/8-inch-wide by 1/8-inch-deep by 6 inches long that does not penetrate the full depth of the wall

Level 3/Fail: A large crack or gap that is more than 3/8-inch-wide or deep and 6 inches long

-OR-

A crack or gap that is the full depth of the wall, providing opportunity for water penetration

Comment: If the inspector believes that the wall surface deficiency is the result of a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard*".

Damaged Chimneys (Walls – Building Exterior)

Defect: The chimney, including the part that extends above the roofline, has separated from the wall or has cracks, spalling, missing pieces or broken sections (including chimney caps).

Level of Defect:

Level 1/Pass: The chimney cap is either visibly loose or damaged.

Level 2/Pass: The surface of the chimney shows surface damage on more than 1 side of the chimney, for example, a few bricks or a section of the chimney's siding.

-OR-

The surface of the chimney has holes that affect an area larger than 4 inches by 4 inches, but the condition *does not* result in damage to the interior of the unit.

Level 3/Fail: Part or all of the chimney has visibly separated from the adjacent wall.

-OR-

There are cracked or fallen pieces or sections.

-OR-

The surface of the chimney has holes that affect an area larger than 4 inches by 4 inches, and the condition *does* result in damage to the interior of the unit.

Comment: If there is a risk that falling pieces could create a safety hazard, the inspector must record a Health & Safety deficiency under "*Health & Safety/Other Hazards*".

Missing/Damaged Caulking/Mortar (Walls – Building Exterior)

Defect: Caulking designed to resist weather or mortar is missing or deteriorated.

Note:

1) *This does not include caulking relative to doors and windows; they are covered in other areas. Address all other caulking here.*

Level of Defect:

Level 1/Pass: Mortar is missing around a single masonry unit.

-OR-

Deteriorated caulk is confined to less than 12 inches.

Level 2/Pass: Mortar is missing around more than 1 contiguous masonry unit.

-OR-

Deteriorated caulking in an area longer than 12 inches.

Missing Pieces/Holes/Spalling (Walls – Building Exterior)

Defect: Deterioration of the exterior wall surface, including missing, damaged or loose pieces, holes, or spalling. This may also be attributed to materials that are rotting a concrete, stucco, or masonry wall that is flaking, chipping or crumbling.

Notes:

1) *Applies to all types of exterior wall finishes.*
2) *The term "completely penetrates the exterior wall" is defined as piercing the exterior wall sheathing and exposing the wall cavity.*

Level of Defect:

Level 1/Pass: A hole greater than 1/2 inch that *does not* completely penetrate the exterior wall.

Level 2/Pass: A single missing/damaged/loose piece, for example a single brick or section of siding not properly fastened, and the damage *does not* completely penetrate the exterior wall.

-OR-

A hole greater than 8 1/2 inches by 11 inches that *does not* completely penetrate the exterior wall

-OR-

Surface deterioration/spalling smaller than 8 1/2 inches by 11 inches that *does not* completely penetrate the exterior wall.

Level 3/Pass: More than 1 missing/damaged/loose piece, for example a few bricks or sections of siding not properly fastened, and the damage *does not* completely penetrate the exterior wall.

-OR-

Surface deterioration/spalling greater than 8 1/2 inches by 11 inches that *does not* completely penetrate the exterior wall

Level 3/Fail: A hole greater than ½ inch, a missing piece or pieces, surface deterioration/spalling of any size that completely penetrates the exterior wall.

Stained/Peeling/Needs Paint (Walls – Building Exterior)

Defect: Paint is cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint.

Notes:

1) *Paint issues observed on fascia, soffit, exterior trim, foundation, etc. are evaluated here.*
2) *This does not include walls that are not intended to have paint, such as most brick walls, etc.*

Level of Defect:

Level 1/Pass: Less than 50% of a single building exterior wall is affected.

Level 2/Pass: More than 50% of a single building exterior wall is affected.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/ Lead Based Paint*"

7.1.2 Unit

The unit is a group of rooms located within a structure forming a single habitable space with facilities used by a single household for living, sleeping, cooking, and eating purposes.

Note:

1) *The POA must provide the inspector access to visually inspect all inspectable items. "Visually inspect" refers to the non-invasive inspection to ensure the inspectable item functions as designed. Inspectors should not unduly physically manipulate an inspectable item to the degree it causes harm or incurs liability. If the inspector cannot access an inspectable item, the inspector is to record this item as a deficiency.*

2) *A bathroom is a room equipped with a water closet or toilet, tub or shower, and sink. A bathroom may also contain cabinet(s) and/or closet(s).*
3) *A kitchen is a place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.*
4) *A laundry area/room is a place where soiled clothes and linens are washed or dried.*
5) *Any appliance leaking onto floors or walls should be covered under the respective "Water Stains/Water Damage (Structure – Unit)" section.*

UNIT INSPECTABLE ITEMS

Items to inspect for "Unit" are as follows:

- Plumbing System
- Electrical System
- Structure
- Cabinets, Countertops, and Appliances
- Life Safety Equipment
- Heating, Ventilation and Air Conditioning (HVAC) System

Plumbing System (Unit)

Kitchen Sink – Missing/Damaged (Kitchen – Plumbing – Unit)
Defect: A sink, faucet, or accessories are missing, damaged or not functioning.

Notes:

1) *If a stopper is missing, do not record it as a defect.*
2) *Primary kitchen hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.*

Level of Defect:

Level 1/Pass: The sink can be used, but either of these conditions are present:
There are cracks in the basin.
-OR-
Any of the sink's secondary hardware is missing or not functioning.
-OR-
Discoloration in 50% or more of the basin.

Level 3/Pass: The shut off valves servicing the sink are missing a handle or otherwise inoperable (visual inspection only).

Level 3/Fail: The sink missing or cannot hold water.
-OR-
There is a leak in the sink supply lines or shut-off valves.
-OR-
The sink's primary hardware is missing or not functioning.

Kitchen Sink – Waste Pipes/Trap (Kitchen – Plumbing – Unit)
Defect: The water does not drain adequately.

Level of Defect:

Level 1/Pass: The basin will drain, but it is slow.

Level 3/Fail: The drain is completely clogged, and water will not drain.

-OR-

There is a leak in the waste pipe or trap.

-OR-

The sink has a missing or improper trap.

Kitchen Sink – Leaking Faucets/Associated Hardware (Kitchen – Plumbing – Unit)

Defect: A basin faucet, drain, or associated hardware connections leak.

Level of Defect:

Level 1/Pass: There is a leak from the sink's hardware other than the faucet and it is contained by the sink basin.

-OR-

There is a drip from the faucet when the control is in the "Off" position and it is contained by the sink basin.

-OR-

There is a continuous flow of water from the faucet when the control is in the "Off" position and it is contained by the sink basin.

Level 3/Fail: There is a leak from the sink's hardware other than the faucet and it is not contained by the sink basin. The flow of water can be controlled.

-OR-

There is a leak from the faucet and it is not contained by the sink basin. The flow of water can be controlled.

Level 3/Fail/Emergency: There is a leak from the sink's hardware other than the faucet and it is not contained by the sink basin. The flow of water cannot be controlled.

-OR-

There is a leak from the faucet and it is not contained by the sink basin. The flow of water cannot be controlled.

Bathroom Sink – Missing/Damaged (Bathroom – Plumbing – Unit)

Defect: A sink, faucet, or accessories are missing, damaged or not functioning.

Notes:

1) *Do not record it as a defect if the stopper is near the sink area, but not positioned for use during the time of inspection.*
2) *A missing or inoperable mechanical stopper should not be considered "associated hardware". It should be recorded as a L1 defect only.*
3) *Primary bathroom hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.*
4) *In some multi-family units, shut off valves may not have handles, therefore, a special wrench may be required to turn on and off.*
5) *If a sink is not securely mounted, it may be at risk for a water leak. Inspectors should inspect for the following:*
    - *Sink shows signs of pulling away from the wall.*
    - *Appears to be a gap between the sink and wall.*
    - *Sink moves when water is turned on or off.*
    - *Front edge of sink is leaning down toward floor.*

- *If sink is mounted on a vanity, the vanity is pulling away from the wall or the vanity shows signs of separating at its seams.*

6) *If a leak is identified, record the deficiency under "Bathroom Sink – Leaking Faucets/Associated Hardware (Bathroom – Plumbing – Unit)."*

Level of Defect:

Level 1/Pass: The sink can be used, but either of these conditions are present:
There are cracks in the basin.
-OR-
There is discoloration in more than 50% of the basin.
-OR-
A mechanical stopper is damaged and the basin will not drain.
-OR-
Any of the sink's secondary hardware is missing or not functioning.

Level 3/Pass: The handles are missing from the shut off valves servicing a sink or the valve is otherwise inoperable (visual inspection only).

Level 3/Fail: The sink missing or cannot hold water, there is a leak in the sink supply lines or shut-off valves, the sink's primary hardware is missing or not functioning, or a wall mounted sink is not securely mounted. There *is* another functioning sink in the unit.

Level 3/Fail/Emergency: The sink missing or cannot hold water, or there is a leak in the sink supply lines or shut-off valves, or a wall mounted sink is not securely mounted. There *is no* other functioning sink in the unit.

Bathroom Sink – Waste Pipes/Trap (Bathroom – Plumbing – Unit)

Defect: The water does not drain adequately.

Level of Defect:

Level 1/Pass: The basin will drain, but it is slow.

Level 3/Fail: The drain is completely clogged, and water will not drain. There *is* another functioning sink in the unit.
-OR-
There is a leak in the waste pipe or trap. There *is* another functioning sink in the unit.
-OR-
The sink has a missing or improper trap. There *is* another functioning sink in the unit.

Level 3/Fail/Emergency: The drain is completely clogged, and water will not drain.
There *is no* other functioning sink in the unit.
-OR-
There is a leak in the waste pipe or trap. There *is no* other functioning sink in the unit.
-OR-
The sink has a missing or improper trap. There *is no* other functioning sink in the unit.

Bathroom Sink/Shower or Tub – Leaking Faucets/Associated Hardware (Bathroom – Plumbing – Unit)

Defect: A basin faucet, drain, or associated hardware connections leak.

Level of Defect:

Level 1/Pass: There is a leak from the sink's or shower or tub's hardware other than the faucet and it is contained by the basin.

-OR-

There is a drip from the faucet when the control is in the "Off" position and it is contained by the basin.

-OR-

There is a continuous flow of water from the faucet when the control is in the "Off" position and it is contained by the basin.

Level 3/Fail: There is a leak from the sink's or shower or tub's hardware other than the faucet and it is not contained by the basin. The flow of water can be controlled. There *is* another functioning sink or shower or tub in the unit.

-OR-

There is a leak from the faucet and it is not contained by the basin. The flow of water can be controlled. There *is* another functioning sink or shower or tub in the unit.

Level 3/Fail/Emergency: There is a leak from the sink's or shower or tub's hardware other than the faucet and it is not contained by the basin. The flow of water cannot be controlled. There *is no* other functioning sink or shower or tub in the unit.

-OR-

There is a leak from the faucet and it is not contained by the basin. The flow of water cannot be controlled. There *is no* other functioning sink or shower or tub in the unit.

Shower/Tub – Missing/Damaged (Bathroom – Plumbing – Unit)

Defect: The shower, tub, or components are damaged or missing. This includes associated hardware, such as grab bars, shower doors, shower curtain rods, etc.

Notes:

1) *This does not include leaking faucets and pipes.*
2) *Do not record it as a defect if a stopper is near the tub*
3) *A missing or inoperable mechanical stopper should not be considered "associated hardware" and should be recorded as the L1 defect only.*

Level of Defect:

Level 1/Pass: The shower or tub can be used, but either of these conditions are present:

There are cracks in the basin.

-OR-

There is discoloration in more than 50% of the basin.

-OR-

A shower/tub combination stopper is missing, damaged, or inoperable.

Level 3/Fail: The shower or tub is missing or there is other basin damage that renders the shower or tub unusable. There *is another* functional shower or tub in the unit.

-OR-

The tub stopper is missing, damaged, or inoperable.

-OR-

There is a leak in the shower or tub supply line, or the shower or tub faucets, drains, or associated hardware is missing or has failed. There *is another* functional shower or tub in the unit.

Level 3/Fail/Emergency: The shower or tub is missing or there is other basin damage that renders the shower or tub unusable. There *is no other* functional shower or tub in the unit.

-OR-

The tub stopper is missing, damaged, or inoperable.

-OR-

There is a leak in the shower or tub supply line, or the shower or tub faucets, drains, or associated hardware is missing or has failed. There *is no other* functional shower or tub in the unit.

Shower/Tub – Waste Pipes/Trap (Bathroom – Plumbing – Unit)

Defect: The water does not drain adequately.

Level of Defect:

Level 1/Pass: The basin will drain, but it is slow.

Level 3/Fail: The drain is completely clogged, and basin will not drain.

-OR-

There is a leak in the waste pipe or trap.

-OR-

The basin has a missing or improper trap.

Water Closet/Toilet – Damaged/Missing (Bathroom – Unit)

Defect: A water closet or toilet is damaged or missing.

Note:

1) *If the tank is loose, check for leaks.*

Level of Defect:

Level 2/Pass: There is discoloration is more than 50% of the water closet/toilet bowl.

-OR-

Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged but the toilet can still be used.

Level 3/Pass: The handles are missing from the shut off valves servicing the water closet/toilet or the valve is otherwise inoperable (visual inspection only).

-OR-

The water closet/toilet bowl or base is damaged at the mounting hardware location.

Level 3/Fail: There are cracks or fractures in the water closet/toilet bowl or tank, but it still holds water. There *is another* functional toilet in the unit

-OR-

The water closet/toilet tank or bowl is leaking, the water closet/toilet "runs" constantly", the water closet/toilet bowl or base is not securely mounted, or the water closet/toilet is missing. There *is another* functional toilet in the unit.

-OR-

Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged but the toilet cannot be used. There *is another* functional toilet in the unit.

-OR-

There is a leak or drip in the water closet/toilet supply lines or shut-off valve. There *is another* functional toilet in the unit.

Level 3/Fail/Emergency: There are cracks or fractures in the water closet/toilet bowl or tank, but it cannot hold water. There *is no other* functional toilet in the unit.

-OR-

The water closet/toilet tank or bowl is leaking, the water closet/toilet "runs" constantly", the water closet/toilet bowl or base is not securely mounted, or the water closet/toilet is missing. There *is no other* functional toilet in the unit.

-OR-

Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged but the toilet cannot be used. There *is no other* functional toilet in the unit.

-OR-

There is a leak or drip in the water closet/toilet supply lines or shut-off valve. There *is no other* functional toilet in the unit

Water Closet/Toilet – Waste Pipes/Trap (Bathroom – Plumbing – Unit)

Defect: The water closet/toilet cannot be flushed or there is a leak or drip.

Level of Defect:

Level 3/Fail: The water closet/toilet cannot be flushed because of an obstruction or another cause. There *is another* functional toilet in the unit.

-OR-

There is a leak or drip from the wax ring of a water closet/toilet. There *is another* functional toilet in the unit.

Level 3/Fail/Emergency: The water closet/toilet cannot be flushed because of an obstruction or another cause. There *is no other* functional toilet in the unit.

-OR-

There is a leak or drip from the wax ring of a water closet/toilet. There *is no other* functional toilet in the unit.

Other Sink – Missing/Damaged (Other – Plumbing – Unit)

Defect: A sink, faucet, or accessories are missing, damaged or not functioning.

Notes:

1) *If a stopper is missing, do not record it as a defect.*

2) *Other sink hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.*

Level of Defect:

Level 1/Pass: The sink can be used, but either of these conditions are present:
There are cracks in the basin.
-OR-
Any of the sink's secondary hardware is missing or not functioning.
-OR-
Discoloration in 50% or more of the basin.

Level 3/Pass: The shut off valves servicing the sink are missing a handle or otherwise inoperable (visual inspection only).

Level 3/Fail: There is visual evidence that the sink has been removed.
-OR-
A wall mounted sink is not securely mounted.
-OR-
There is a leak in the sink supply lines or shut-off valves.
-OR-
The sink's primary hardware is missing or not functioning.

Other Sink – Waste Pipes/Trap (Other – Plumbing – Unit)

Defect: The water does not drain adequately.

Level of Defect:

Level 1/Pass: The basin will drain, but it is slow.

Level 3/Fail: The drain is completely clogged, and water will not drain.
-OR-
There is a leak in the waste pipe or trap.
-OR-
The sink has a missing or improper trap.

Other Sink – Leaking Faucets/Associated Hardware (Other – Plumbing – Unit)

Defect: A basin faucet, drain, or associated hardware connections leak.

Level of Defect:

Level 1/Pass: There is a leak from the sink's hardware other than the faucet and it is contained by the sink basin.
-OR-
There is a drip from the faucet when the control is in the "Off" position and it is contained by the sink basin.
-OR-
There is a continuous flow of water from the faucet when the control is in the "Off" position and it is contained by the sink basin.

Level 3/Fail: There is a leak from the sink's hardware other than the faucet and it is not contained by the sink basin. The flow of water can be controlled.
-OR-
There is a leak from the faucet and it is not contained by the sink basin. The flow of water can be controlled.

Level 3/Fail/Emergency: There is a leak from the sink's hardware other than the faucet and it is not contained by the sink basin. The flow of water cannot be controlled.

-OR-

There is a leak from the faucet and it is not contained by the sink basin. The flow of water cannot be controlled.

Electrical System (Unit)

Disconnected Utilities (Electrical System – Unit)

Defect: Electric, gas, or water service to the unit has been disconnected or an oil or propane tank is empty.

Note:

1) *The PHA should made a determination and detail in their Administrative Plan when a power outage or other such condition resulting in disconnected utilities is over based on local conditions.*

Level of Defect

Level 3/Fail: A utility is disconnected due to weather, natural disaster, or other circumstance that is out of the owner and tenant's control.

-OR-

A utility is disconnected in an unoccupied unit.

Level 3/Fail/Emergency: A utility is disconnected in an occupied unit.

Lighting (Electrical System – Unit)

Permanently installed and switched light fixtures that provide illumination for rooms, closets, hallways, stairs, etc.

Note:

1) *A light that is part of an installed appliance such as the light in the kitchen range hood fan assembly, microwave, or lights integral to a garage door opener are not evaluated under "Lighting - (Unit)".*

This section can have the following defects:

- Missing/Inoperable Light Fixture
- Loose/Hanging Light Fixture
- Missing/Damaged Light Fixture Globe
- Broken or Missing Light Bulb

Lighting – Missing/Inoperable (Lighting – Electrical System – Unit)

Defect: A lighting fixture is missing or does not function as it should. The malfunction may be in the total system or components, excluding light bulbs.

Notes:

1) *System to provide illumination to a room or area. Includes fixtures, and supporting accessories.*

2) *If inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard they should record an electrical hazard under "Electrical Hazards (Health and Safety)".*
3) *The inspector should give the POA an opportunity to replace a burned out light bulb. This inspectable item is intended to capture a fault more serious than a light bulb.*

Level of Defect:

Level 2/Pass: A permanent lighting fixture is missing or not functioning but there is another permanent, functioning, switched light source in the room.

Level 3/Fail: A permanent lighting fixture is missing or not functioning, there is no other permanent, functioning, switched light source in the room.

- OR-

There is insufficient illumination in any floor or area.

Lighting – Loose/Hanging Light Fixture (Lighting – Electrical System – Unit)

Defect: A light fixture is not securely mounted to the ceiling/wall and electrical connections/wires are exposed or the fixture is hanging by its wires.

Level of Defect:

Level 3/Fail: A light fixture is readily accessible, is not securely mounted to the ceiling or wall, and electrical connections are not exposed.

- OR-

A light fixture is not readily accessible, is not securely mounted to the ceiling or wall, and electrical connections are not exposed.

- OR-

A light fixture that is not readily accessible, is not securely mounted to the ceiling or wall, and electrical connections or wires are exposed.

Level 3/Fail/Life Threatening: A light fixture is readily accessible, is not securely mounted to the ceiling or wall, and electrical connections or wires are exposed.

- OR-

A light fixture is hanging by its wires.

Lighting – Fixture Globe Missing/Damaged (Lighting – Electrical System – Unit)

Defect: Light fixture globe is missing or damaged but the fixture still functions.

Note:

1) *A component of the light fixture that serves as a protective cover.*

Level of Defect:

Level 1/Pass: Light fixture has a missing or damaged cosmetic cover.

Level 3/Fail: Light fixture has a missing or damaged protective cover.

Comment: If the inspector believes a missing globe has resulted in a hazardous condition, record the hazard manually under "*Health & Safety/Electrical Hazards*".

Lighting – Light Bulb Missing/Broken (Lighting – Electrical System – Unit)

Defect: Light bulb is missing from or broken off in the light socket.

Note:

1) *Light bulbs associated with a permanent, switched, light fixture.*

Level of Defect:

Level 3/Fail: A light bulb is broken off in the light socket.

Level 3/Fail/Life Threatening: Light fixture has a missing or broken bulb, and the open socket is readily accessible to the tenant during the day to day use of the unit.

Receptacles (Outlets)/Switches (Electrical System – Unit)

The receptacles (outlets) connected to a power supply or method to control the flow of electricity. It includes 2- and 3- prong receptacles (outlets), ground fault circuit interrupters, 2- and 3- pole switches and dimmer switches.

This section can have the following defects:

- Missing Switch/ Receptacle
- Inoperable Switch/ Receptacle
    - Not properly wired
    - Broken with exposed connections
    - Unprotected receptacle (outlet) bathroom/kitchen/laundry/exterior
- GFCI Inoperable
- AFCI Inoperable
- Missing/Broken Cover Plates

Missing (Receptacles (Outlets)/Switches – Electrical System – Unit)

Defect: Receptacles (outlets), switches or both are missing.

Note:

1) *This does not apply to empty junction boxes that were not intended to contain a receptacles (outlets) or switches.*

Level of Defect:

Level 3/Fail: A switch or receptacle (outlet) is missing and electrical connections or wires are not exposed.

Level 3/Fail/Life Threatening: A switch or receptacle (outlet) is missing and electrical connections or wires are exposed.

Broken (Receptacles (Outlets)/Switches – Electrical System – Unit)

Defect: A receptacle (outlet) or switch is broken resulting in exposed electrical connections.

Level of Defect:

Level 3/Fail/Life Threatening: A receptacle (outlet) or switch is broken and electrical connections or wires are exposed.

Receptacles (Outlets) Inoperable (Receptacles (Outlets)/Switches – Electrical System – Unit)

Defect: When tested, a receptacle (outlet) appears not to be energized with no indication of current at the outlet.

Notes:

1) *Inspector should check for the presence of switched outlets.*
2) *If inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard they should record an electrical hazard under "Electrical Hazards (Health and Safety)".*
3) *Inoperable light switches should be recorded under "Lighting - Missing/Inoperable" or for switched receptacles under this category.*
4) *When a receptacle (outlet) has been painted over, broken off prongs are observed stuck in the receptacle or unusable for any reason, record here as inoperable and provide a comment.*

Level of Defect:

Level 3/Fail: Testing indicates a receptacle (outlet) is not energized with no indication of current at the outlet.

Receptacles (Outlets) not Properly Wired (Receptacles (Outlets) /Switches – Electrical System – Unit)

Defect: When a receptacle (outlet) is tested with a typical Circuit Tester, the tester indicates Open Neutral, Open Hot, Hot/Ground Reversed, Hot/Neutral Reversed or Open Ground.

Note:

1) *When 2-prong receptacles (outlets) have been replaced with GFCI receptacles the Circuit Tester will display an Open Ground. These GFCI receptacles should be tested using the "Test" button on the GFCI device. If the GFCI trips when button is pressed it is not a fail item.*

Level of Defect:

Level 3/Fail: Testing indicates that receptacle (outlet) is not wired properly.

Missing/Broken Cover Plates (Receptacles/Switches – Electrical System – Unit)

Defect: The flush plate used to cover the opening around a switch or receptacle (outlet) is damaged or missing.

Level of Defect:

Level 1/ Pass: A receptacle (outlet) or switch has a missing or damaged cover plate and electrical connections or wires are not exposed.

Level 3/ Fail/Life Threatening: A receptacle (outlet) or switch has a missing or damaged cover plate and electrical connections or wires are exposed.

Unprotected Receptacles (Outlets) (Receptacles (Outlets)/Switches – Electrical System – Unit)

Defect: A convenience/appliance receptacle located within 6 feet of a kitchen, bathroom, or laundry sink, or a receptacle on the exterior of the unit is not GFCI protected.

Notes:

1. *GFCI-protected receptacles(outlets) (either by branch circuit breakers or GFCI-protected outlets) shall be installed in the following convenience appliance receptacles (outlets) locations:*
    - *Bathrooms, within 6 feet of sinks, tubs, showers*

- *Kitchens, above the counter top and not within cabinets, within 6 feet of the sink*
- *Laundry rooms within 6 feet of laundry sinks*
- *Exterior, Garage, and Unfinished Basement*

2. *Convenience appliance receptacles (outlets) are defined as receptacles (outlets) where small/convenience appliances are repeatedly plugged in and unplugged*
3. *The 6 feet is measured from the edge of the sink to the center of each set of the receptacle's contact openings.*
4. *Receptacles (outlets) designated for major appliances such as refrigerator, washing machines, dishwasher/disposal, microwave, etc., regardless of distance from sink are not evaluated under this section.*

Level of Defect:
Level 3/Fail: Receptacles (outlets) within 6 feet of a kitchen sink, bathroom sink, laundry sink or on the exterior of the unit are not GFCI protected.

GFCI Inoperable (Receptacles (Outlet) /Switches – Electrical System – Unit)
Defect: The GFCI receptacle (outlet) does not function.

Notes:

1) *To determine whether the GFCI is functioning, the self-test button in the GFCI device must be pressed*
2) *When 2-prong receptacle (outlet) have been replaced with GFCI receptacle (outlet), a GFCI tester will display open ground and should only be tested using the test button on the device (i.e. if device trips when button is pressed it is not a fail item).*
3) *GFCI circuit breakers are evaluated under "GFCI Missing/Inoperable (Electrical System – Unit)".*

Level of Defect:
Level 3/Fail: The GFCI device does not function when tested.

AFCI Missing/Inoperable (Receptacles (Outlets)/Switches – Electrical System – Unit)
Defect: The AFCI does not function when tested.

Notes:

1) *To determine whether AFCI is functioning, the self-test button on the AFCI device must be pressed.*
2) *Record an inoperable Arc-Fault Circuit Breaker under "AFCI Missing/Inoperable (Electrical System – Unit)".*

Level of Defect:
Level 3/Fail: The AFCI does not function when tested.

Electrical System (Electrical System – Unit)
Equipment that safely distributes electrical power throughout the unit. Includes equipment that provides control, protection, metering, and service.

Notes:

1) *Receptacles (outlets) and switches are evaluated under "Receptacles (Outlets)/Switches (Electrical System – Unit)" and light fixtures under "Lighting – Missing/Inoperable (Electrical System – Unit)".*
2) *Electrical panels (breaker/fuse boxes) that are secured at the time of inspection (except for disconnects and timer boxes) must be made accessible to the inspector for inspection. Any electrical panel (breaker/fuse box) that is not made accessible will be recorded as "Blocked Access to Electrical Panel" in the appropriate Inspectable area.*
3) *Timer and disconnects (all electrical boxes other than breaker/fuse) whose door/protective cover is not secured must be inspected, provided that doing so will not interrupt electrical service. Secured means that it requires the use of a tool. Tools can be items such as keys for locks, cutters, screwdrivers, or other similar instruments.*

This section can have the following Defect:

- Blocked Access to Electric Panel
- Burnt Breakers
- Evidence of Leaks Corrosion
- Frayed Wiring
- GFCI /Arc Fault Breaker Inoperable
- Missing Breakers/Fuses
- Missing Covers

Blocked Access to Electrical Panel (Electrical System – Electrical System – Unit)

Defect: A fixed obstruction or item of sufficient size and weight can delay or prevent access to any panel board switch in an emergency.

Note:

1) *"Sufficient size and weight" is determined as the inability for the POA to move the object at the time of the inspection. If an item is easy to remove, like a picture frame, do not note this as a deficiency.*
2) *Electrical panel covers that are mechanically fastened (screwed shut) or painted shut should be noted as a deficiency.*

Level of Defect:

Level 3/Fail: An item of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

Burnt Breakers (Electrical System – Electrical System – Unit)

Defect: Breakers have carbon on the plastic body, or the plastic body is melted or scarred.

Level of Defect:

Level 3/Fail: Carbon residue, melted breakers, or arcing scars.

Evidence of Leaks/Corrosion (Electrical System – Electrical System – Unit)

Defect: Corrosion or other evidence of water leaks in electrical enclosures or hardware.

Note:

1) *Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.*

Level of Defect:

Level 3/Fail: Any corrosion that affects the condition of the components that carries electrical current.
-OR-
Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical System – Electrical System – Unit)

Defect: Nicks, abrasions, or fraying of the insulation that expose wires that conduct current.

Notes:

1) *Do not consider this a deficiency for wires that are not intended to be insulated, such as grounding wires.*
2) *Do not consider low voltage wiring such as telephone and cable TV.*

Level of Defect:

Level 3/Fail/Life Threatening: Any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

GFCI Missing/Inoperable (Electrical System – Electrical System – Unit)

Defect: The GFCI does not function.

Notes:

1) *To determine whether the GFCI is functioning, the self-test button on the GFCI device must be pressed.*
2) *Applies to circuit breakers only. Evaluate wall mounted GFCI receptacles (outlets) under "Receptacles (Outlets)/Switches (Electrical System – Unit)".*

Level of Defect:

Level 3/Fail: The GFCI device does not function when tested.

AFCI Missing/Inoperable (Electrical System – Electrical System – Unit)

Defect: The AFCI does not function.

Note:

1) *To determine whether the AFCI is functioning, the self-test button must be pressed.*

Level of Defect:

Level 3/Fail: The AFCI does not function when tested.

Breakers/Fuses (Electrical System – Electrical System – Unit)

Defect: An open circuit breaker position that is not appropriately blanked-off in a panel board, main panel board or other electrical box that contains circuit breakers or fuses.

Level of Defect:
Level 3/Fail/Life Threatening: An open breaker or fuse port.

Missing Covers (Electrical System – Electrical System – Unit)
Defect: The cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., with exposed electrical connections.

Notes:
1) *Does not apply to switch and receptacle (outlet) cover plates. (This is covered under "Missing/Broken Cover Plates (Receptacles/Switches – Electrical System – Unit)".*
2) *Do not consider low voltage wiring.*

Level of Defect:
Level 3/Fail/Life Threatening: A cover is missing, and there are exposed electrical connections.

Structure (Unit)

Ceiling (Structure – Unit)
The visible overhead finish lining the inside of a room or area.

This section can have the following defects:
- Bulging/Buckling
- Holes
- Cracks
- Missing Tiles/Panels
- Water Stains/Water Damage
- Peeling/Needs Paint

Bulging/Buckling (Ceiling – Structure – Unit)
Defect: The ceiling is bowed, deflected, sagging, unkeyed or is no longer aligned horizontally to the extent that ceiling failure is possible.

Note:
1) *Applies to ceiling surface materials such as drywall and plaster.*

Level of Defect:
Level 3/Pass: Portions of the ceiling are not secured as intended.

Comment: If the inspector believes the ceiling surface deficiency is the result of a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard*". If the inspector believes the ceiling damage poses a hazard to the tenant, they must record a Health & Safety deficiency under "*Health & Safety/Other Hazards*".

Holes (Ceiling – Structure – Unit)
Defect: The ceiling surface has punctures that may or may not penetrate completely.

Note:

1) *When multiple holes are observed in the same room, add them together to estimate size. Holes are cumulative per room or area.*

Level of Defect:

Level 1/Pass: Holes that are smaller than or equal to 12 inches by 12 inches dimensionally or cumulative area.

Level 3/Fail: Holes that are larger than 12 inches by 12 inches dimensionally or cumulative area.

Cracks (Ceiling – Structure – Unit)

Defect: The ceiling surface has cracks that may or may not penetrate completely.

Level of Defect:

Level 1/Pass: A crack more than 1/8-inch-wide and 11 inches long.

Missing Panels/Tiles (Ceiling – Structure – Unit)

Defect: Panels or tiles are missing or damaged.

Note:

1) *When multiple missing ceiling tiles are observed in the same room, add them together to establish defect level. Ceiling tiles are cumulative per room or area.*

Level of Defect:

Level 1/Pass: Missing or damaged ceiling tile not to exceed 12 inches by 12 inches dimensionally.

Level 3/Pass: Missing or damaged ceiling tile exceeds 12 inches by 12 inches dimensionally.

Water Stains/Water Damage (Ceiling – Structure – Unit)

Defect: Evidence of water infiltration or other moisture producing conditions.

Notes:

1) *When multiple occurrences of water staining or water damage are observed in the same room, add them together to estimate size. Water stains/damage is cumulative per room or area.*
2) *An active leak is a leak can be seen visually.*

Level of Defect:

Level 1/Pass: In any one room, water stains or damage cover an area of less than 1 square foot but there is no active leak at the time of the inspection.

Level 1/Fail: In any one room, water stains or damage cover an area of less than 1 square foot, but there is an active leak at the time of the inspection.

Level 3/Pass: In any one room, water stains or damage cover an area greater than 1 square foot but there is no active leak at the time of the inspection.

Level 3/Fail: In any one room, water stains or damage cover an area greater than 1 square foot, but there is an active leak at the time of the inspection.

Peeling/Needs Paint (Ceiling – Structure – Unit)
Defect: Paint that is peeling, cracking, flaking, or otherwise deteriorated OR a surface that is not painted.

Level of Defect:
Level 1/Pass: In any one room, the affected area is larger than 1 square foot, but less than 4 square feet.
Level 2/Pass: In any one room, the affected area is larger than 4 square feet.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6, the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*".

Doors (Structure – Unit)
Means of access to the interior of a unit, room within the unit, or closet. Doors provide privacy and security, control passage, and provide fire and weather resistance.

Notes:
1) *Applies to doors such as, but not limited to:*
    - *Entry Doors: a unit entry door separates the exterior of a building from the habitable space, or separates a building common area from the unit*
    - *Patio Doors, Sliding Glass Doors*
    - *Overhead Doors on attached garage*
    - *Fire Rated (i.e. labeled doors) Doors: such as mechanical closet and door separating garage/living space, etc.*
    - *Bathroom Doors*
    - *Bedroom and "Other" Doors: such as laundry, storage, closet mechanical, etc.*
2) *A door that services a unit patio/deck/porch regardless of floor level is considered an entry door.*

This section can have the following defects:
- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks
- Damaged Surface (Holes/Paint/Rust/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Missing Door

Damaged Frames/Threshold/Lintels/Trim (Doors – Structure – Unit)
Defect: A frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked or broken.

Note:
1) *If damage to a door's hardware, (locks, hinges, etc.) is observed, record this under "Damage Hardware/Locks (Doors – Structure – Unit)".*
2) *A door that services a unit patio/deck/porch regardless of floor level is considered an entry door.*

Level of Defect:

Level 2/Pass: Door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

Level 3/Pass: A bathroom door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim but privacy is still available.

An entry door has less than ½ inch gap and the seals are not damaged.

-OR-

An entry door has less than ½ inch gap and the seals are damaged.

Level 3/Fail: An entry door, fire rated/labeled door, or garage overhead door (attached garage only) is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

-OR-

An entry door has more than ½ inch gap.

-OR-

A fire rated/labeled door has a gap greater than ¼ inch.

-OR-

An entry door has visual evidence of water infiltration.

-OR-

A bathroom door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim and privacy *is not* available.

-OR-

An interior door cannot be opened because of damage to the door's frame, header, jamb, threshold, lintel, or trim.

Damaged Hardware/Locks (Doors – Structure – Unit)

Defect: The attachments to a door that provide hinging, hanging, opening, self-closing, surface protection, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Notes:

1) *Strike plates for entry door locks are integral component of the lock and when missing are recorded as "Damaged/Missing Hardware".*
2) *If an interior door is designed without locks, do not record it as a deficiency.*
3) *Holes left in doors from the removal of hardware must be evaluated as door surface damage.*
4) *A stick is an acceptable alternative to an inoperable lock only for a sliding glass door. If the stick is not installed it must be in the vicinity of the door and must be installed/tested by the inspector to ensure the door can be secured.*

Level of Defect:

Level 2 Pass: An interior door cannot function as it should or cannot be locked because of damage to the door's hardware.

Level 3/Pass: A bathroom door does not function as it should because of damage to the door's hardware but privacy *is* still available.

Level 3/Fail: An entry door, fire rated/labeled door, or garage overhead door does not function as it should, cannot be locked, or cannot be opened because of damage to the door's hardware.

-OR-

A bathroom door does not function as it should or cannot be locked because of damage to the door's hardware. Bathroom privacy *is not* available.

-OR-

An interior door cannot be opened because of damage to the door's hardware.

Damaged Surface (Holes/Paint/Rust/Glass) (Doors – Structure – Unit)

Defect: This includes holes, peeling/cracking/no paint, broken glass and significant rust. Damage to the door surface that may affect either the surface protection, weather tightness, fire resistance, or the strength of the door or may compromise unit security.

Level of Defect:

Level 1/Pass: An interior door has a hole or holes that is between 1 square inch and 8 ½ inches by 11 inches.

-OR-

A door has crack less than 1/8-inch-wide and 11 inches long.

Level 3/Pass: An entry door has a hole ½ inch in diameter or less, cracked glass, significant peeling/cracking or no protective finish that does not comprise the integrity of the door.

-OR-

A bathroom door has rust, broken or missing glass, significant peeling/cracking or no protective finish that does not affect the integrity of the door and therefore privacy *is* available.

-OR-

An interior door has rust, broken or missing glass, significant peeling/cracking or no protective finish that does not affect the integrity of the door.

-OR-

A garage overhead door has a hole ½ inch in diameter or greater, missing or broken glass, significant peeling/cracking or no protective finish.

Level 3/Fail: An entry door has a hole greater than ½ inch in diameter, cracked glass, significant peeling/cracking, or no protective finish that comprises the integrity of the door.

-OR-

An entry door has a hole of any size that penetrates to the exterior.

-OR-

A fire rated/labeled door has a hole larger than ¼ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass, or damage that compromises its fire resistance.

-OR-

A bathroom door has rust, broken or missing glass, significant peeling/cracking or no protective finish that affects the integrity of the door and therefore privacy *is not* available.

-OR-

An interior door has a hole or holes that is greater than 1 square inch and 8 ½ inches by 11 inches.

-OR-

A door has crack greater than 1/8-inch-wide and greater 11 inches long.

-OR-

An interior door has rust, broken or missing glass, significant peeling/cracking or no protective finish that affects the integrity of the door.

-OR-

A door has a hole of any size that penetrates into an adjoining room.

Comment:

1) If the inspector believes a door surface deficiency (such as broken glass) is a hazard, they must record a Health & Safety deficiency under *"Health & Safety/Other Hazards"*.
2) If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6, the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*".

Damaged/Missing Screen/Storm/Security Door (Doors – Structure – Unit)

Defect: Damage to surfaces, including screens, glass, frames, hardware, and door surfaces.

Notes:

1) *"Missing" applies only if a screen or security door that should be there is not present.*
2) *A screen door has a screen with or without a locking device.*
3) *A storm door may have a glass panel but is designed to provide protection to the entry door.*
4) *A security door is designed to provide added security through strength and has additional locks and/or other locking mechanisms.*
5) *Screen, storm, and/or security doors are not required and should not be recorded as a deficiency if they have not been previously installed at an exit.*

Level of Defect:

Level 1/Pass: A screen door or storm door is damaged or missing, or does not function as it should, or is missing screens or glass, as shown by an empty frame or frames.

Comment: If the inspector believes a door deficiency (such as broken glass) is a hazard, they must record a Health & Safety deficiency under *"Health & Safety/Other Hazards"*.

Missing Door (Doors – Structure – Unit)

Defect: A door is missing.

Notes:

1) *A missing bathroom door is not a fail deficiency if privacy is still provided in an enclosure around the toilet.*
2) *If an interior non-fire rated door has been removed to improve access for an elderly or handicapped tenant, do not record this as a deficiency.*
3) *A door missing from its jamb or frame is recorded as "Missing Door" regardless of whether or not the door is in the immediate area.*
4) *Double doors that serve one door entrance are considered to be one door. Record as one missing door if one or both are missing.*
5) *Doors in units that have been removed by the owner, other than in elderly or handicapped units, must have all evidence of their previous existence removed. The holes where the hinges were located as well as the mortised area of the hinges and the strike must be filled, sanded, and painted; otherwise it is recorded as a "Missing Door" deficiency.*

6) *Fire rated doors should have labels on the door and jam indicating it as such. Therefore, if a fire door is missing, the jam should be labeled accordingly to indicate a fire door was there. This allows the inspector to determine if a fire door is missing based on the jam's label.*

Level of Defect:

Level 2/Pass: An interior door is missing.

Level 3/Pass: A bathroom door is missing, but privacy *is* available.

Level 3/Fail: A bathroom door is missing, and privacy *is not* available.

-OR-

A fire rated/labeled door is missing.

-OR-

An overhead garage door is missing for attached garages designed to have an overhead door.

Level 3/Fail/Emergency: An entry door is missing.

Floors (Structure – Unit)

The visible horizontal surface system within a room or area underfoot; the horizontal division between two stories of a structure.

This section can have the following defects:

- Bulging/Buckling
- Carpet Missing/Damaged
- Hard Floor Covering Missing/Damaged
- Peeling/Needs Paint
- Rot/Deteriorated Subfloor
- Water Stains/Water Damage

Bulging/Buckling (Floors – Structure – Unit)

Defect: The floor surface or underlayment is bowed, deflected, sagging, or is no longer aligned horizontally to the extent that flooring failure is possible.

Notes:

1) *Applies to floor surface materials such as underlayment, floor boards, plywood, or Orientated Strand Board.*
2) *Rotted subfloor (often a result of persistent water damage) is evaluated under "Rot/Deteriorated Subfloor (Floors – Unit)".*
2) *If an inspector, based on their professional judgement, determines that the floor bulging or buckling is outside the maximum standard outlined in the defect level below, this is considered a Level 3/Fail. If the POA challenges the inspector's decision, the POA may seek the evaluation of a licensed professional (i.e. licensed contractor, architect, engineer, or local building code official). Once the evaluation is complete, the POA should submit the report to the PHA for review.*

Level of Defect:

Level 3/Pass: A floor is bulging, buckling, sagging, or deflection less than or equal to 2-inches.

Level 3/Fail: A floor is bulging, buckling, sagging, or deflection greater than 2-inches.

Comment: If the inspector believes the flooring surface deficiency is the result of a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard*".

Carpet Missing/Damaged (Floors – Structure – Unit)
Defect: Damaged and/or missing carpet.

Level of Defect:
Level 2/Pass: 10% to 50% of any room's floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams.
Level 3/Pass: More than 50% of any room's floor covering has stains, burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material.

Comment: If this deficiency results in a hazardous condition the inspector must also evaluate it under "*Health & Safety/Other Hazards*".

Hard Floor Covering Missing/Damaged - (Floors – Structure – Unit)
Defect: Hard flooring, terrazzo, hardwood, ceramic tile, sheet vinyl, vinyl tiles, or other similar flooring material, is missing section(s) or damaged.

Note:
1) *Applies to all flooring materials except carpet.*

Level of Defect:
Level 2/Pass: 10% to 50% of any room's floor surface is affected.
Level 3/Pass: More than 50% of any room's floor surface is affected.

Comment: If this defect results in a hazardous condition the inspector must also evaluate it under "*Health & Safety/Hazards*".

Peeling/Needs Paint (Floors – Structure – Unit)
Defect: For floors that are painted, paint that is peeling, cracking, flaking, or otherwise deteriorated.

Level of Defect:
Level 2/Pass: 10% to 50% of any room's floor surface is affected.
Level 3/Pass: More than 50% of any room's floor surface is affected.

Comment: When peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*".

Rot/Deteriorated Subfloor (Floors – Structure – Unit)
Defect: The subfloor has decayed or is decaying.

Notes:
1) *If subfloor damage extends to structural members assess damage under "Health & Safety/Structural Hazard".*
2) *This type of defect typically occurs in kitchens and bathrooms.*

3) *Reminder: Do not remove materials from floor. Limited to visual inspection except to touch or stand on section of floor to validate sponginess.*

Level of Defect:

Level 2/Fail: Small areas of rot or spongy flooring that are more than 1 square foot, but less than 4 square feet.

Level 3/Fail: Large areas of rot or spongy flooring that are more than 4 square feet.

Water Stains/Water Damage (Floors – Structure – Unit)

Defect: Water stains or water damage, evidence of water infiltration or other moisture producing conditions.

Note:

1) *An active leak is a leak that can be seen visually.*

Level of Defect:

Level 1/Pass: In any one room, water stains or damage cover an area less than 1 square foot and there is no active leak at the time of the inspection.

Level 1/Fail: In any one room, water stains or damage cover an area less than 1 square foot and there is an active leak at the time of the inspection.

Level 3/Pass: In any one room, water stains or damage cover an area greater than 1 square foot and there is no active leak at the time of the inspection.

Level 3/Fail: In any one room, water stains or damage cover an area greater than 1 square foot and there is an active leak at the time of the inspection.

Stairs/Patio/Porch/Balcony (Stairs – Structure – Unit)

Stairs are a series of steps and risers, which may be joined by landings and may connect levels of a unit. Includes supports, frame, stringers, risers, treads, handrails, and guardrails.

This section can have the following defects:

- Handrails Broken/Missing
- Guardrails Broken/Missing
- Stairs or Steps Broken/Damaged/Missing

Note:

1) *Evaluate a patio, porch, balcony, or deck intended for the sole use of the unit in this section. If the patio, porch, balcony, or deck services multiple units, evaluate under Common Areas.*

Broken/Missing Handrails (Stairs – Unit)

Defect: The handrail is not securely mounted, damaged, or missing.

Level of Defect:

Level 3/Fail: The handrail for 4 or more stair risers is either missing, damaged, not securely mounted or otherwise unusable.

Broken/Missing Guardrails (Stairs/Patio/Porch/Balcony – Structure – Unit)
Defect: A guardrail at the height of 30 inches or more above adjacent floor or grade is not securely mounted, damaged, or missing.

Level of Defect:
Level 3/Fail: A guardrail or any of its components protecting an area 30 inches or more measured vertically from adjacent floor or grade is missing, damaged, not securely mounted, or otherwise unusable.

Broken/Damaged/Missing Steps or Other Components (Stairs/Patio/Porch/Balcony – Structure – Unit)
Defect: The horizontal tread or stair component is damaged or missing.

Level of Defect:
Level 3/Fail: The stair tread or other component of the stairs is damaged or missing.

Walls (Structure – Unit)
The visible interior wall finishes lining the inside of a unit and its rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, and plaster and gypsum. Surface finish materials include paint and wall coverings.

This section can have the following defects:

- Bulging/Buckling
- Damaged
- Damaged/Deteriorated Trim
- Water Stains/Water Damage
- Peeling/Needs Paint

Bulging/Buckling (Walls – Structure – Unit)
Defect: A wall is bowed, deflected, sagged, unkeyed, or is no longer vertically aligned to the extent that wall failure is possible.

Notes:
1) *Applies to walls surface materials such as gypsum and plaster.*

Level of Defect:
Level 3/Pass: Portions of the wall finishes are not secured as intended.

Comment: If the inspector believes that the wall surface deficiency is the result of a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard.*" If the inspector believes the wall damage poses a hazard to the tenant, they must record a Health & Safety deficiency under "*Health & Safety/Other Hazards*".

Damaged (Walls – Structure – Unit)
Defect: Cracks and/or punctures in the wall surface that may or may not penetrate completely. Wall panels or tiles may be missing or damaged.

Notes:

1) *This does not include small holes created by hanging pictures, etc.*
2) *Control joints/construction joints should not be recorded as a deficiency.*
3) *Cracks that have been repaired or sealed properly are no longer a deficiency.*
4) *When multiple holes are observed in the same room, add them together to estimate size. Holes are cumulative per room or area.*

Level of Defect:

Level 1/Pass: Wall damage between 1 square inch and 8 ½ inches by 11 inches.

-OR-

A crack greater than 1/8-inch-wide and at least 11 inches long.

Level 2/Fail: Wall damage that is larger than 8 ½ inches by 11 inches.

Level 3/Fail: A hole of any size that penetrates an adjoining room.

Damaged/Deteriorated Trim (Walls – Structure – Unit)

Defect: Cove molding, chair rail, base molding or other decorative trim is missing, damaged, or has decayed.

Level of Defect:

Level 1/Pass: 5% to 10% of the linear footage of trim in the room is affected.

Level 2/Pass: 10% to 50% of the linear footage of trim in the room is affected.

Level 3/Pass: More than 50% of the linear footage of trim in the room is affected.

Water Stains/Water Damage (Walls – Structure – Unit)

Defect: Evidence of water infiltration or other moisture producing conditions.

Note:

1) *An active leak is a leak that can be seen visually.*

Level of Defect:

Level 1/Pass: In any one room, water stains or damage cover an area of less than 1 square foot but there is no active leak at the time of the inspection.

Level 1/Fail: In any one room, water stains or damage cover an area of less than 1 square foot, but there is an active leak at the time of the inspection.

Level 3/Pass: In any one room, water stains or damage cover an area greater than 1 square foot but there is no active leak at the time of the inspection.

Level 3/Fail: In any one room, water stains or damage cover an area greater than 1 square foot, but there is an active leak at the time of the inspection.

Peeling/Needs Paint (Walls – Structure – Unit)

Defect: Paint is peeling, cracking, flaking or otherwise deteriorated or a surface is not painted.

Level of Defect:

Level 1/Pass: In a room, the affected area is more than 1 square foot but less than 4 square feet.

Level 2/Pass: In a room, the affected area is more than 4 square feet.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under *"Health & Safety/Lead Based Paint".*

Windows (Structure – Unit)
Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials generally include wood, aluminum and vinyl.

This section can have the following defects:

- Cracked/Broken/Missing Panes
- Damages/Missing Screens
- Damaged Sills/Frames/Lintels/Trim
- Inoperable/Not Lockable
- Missing/Deteriorated Caulking/Seals
- Peeling/Needs Paint

Cracked/Broken/Missing Panes (Windows – Structure – Unit)
Defect: A glass pane is cracked, broken or missing from the window sash.
Note:

1) *A crack refers to a hairline crack that does not pose a cutting hazard and the window is still intact. A broken window pane can present a cutting hazard and the window may no longer be intact.*

Level of Defect:
Level 1/Pass: A cracked window pane that does not pose a cutting hazard.
Level 3/Fail: A window pane is broken or missing from the window sash.

Comment: If the inspector believes the condition has resulted in a hazardous condition, record the hazard manually under "*Health & Safety/Other Hazards*".

Damaged/Missing Screens (Windows – Structure – Unit)
Defect: Screens are punctured, torn, otherwise damaged, or missing.

Level of Defect:
Level 1/Pass: A screen in a unit is punctured, torn, otherwise damaged, or missing.

Damaged Sills/Frames/Lintels/Trim (Windows – Structure – Unit)
Defect: The sill, frames, sash lintels or trim are damaged by decay, rust, rot, corrosion, or other deterioration.

Note:

1) *Damage does not include scratches and cosmetic defects.*

Level of Defect:
Level 1/Pass: Damage to sills, frames, sash, lintels or trim, but all components are present.
-OR-
Damage to sills, frames, sash, lintels or trim, but a component is missing.

Level 2/Fail: Damage to sills, frames, sash, lintels or trim resulting in the window no longer begin weather tight.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*."

Inoperable/Not Lockable (Windows – Structure – Unit)

Defect: A window cannot be opened or closed because of damage to the frame, faulty hardware or another cause.

Notes:

1) *If a window is not designed to lock, do not record this as a deficiency.*
2) *Windows that are accessible from the outside, must be lockable; for example: a ground level window or by means of an exterior stairway*
3) *Generally, a non-functioning window is a window that will not fully open, will not stay open by itself or not fully close. A boarded-up window in a living area is considered non-functioning.*
4) *A properly fitted stick or other aftermarket locking mechanism (in the immediate vicinity of the window) is considered an acceptable lock.*

Level of Defect:

Level 1/Pass: A window is not functioning but can be secured.

Level 2/Fail: A window cannot be secured but it *is not* accessible from the outside.

Level 3/Fail: A window is not functioning and cannot be secured.

-OR-

A window that is accessible from the outside cannot be secured.

-OR-

A window cannot be fully closed or is otherwise no longer weather tight.

Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Structure – Unit)

Defect: The caulk, seals or glazing compound that resists weather is missing or deteriorated.

Note:

1) *This includes thermopane and insulated windows that have failed.*

Level of Defect:

Level 1/Pass: Two or more seals for a window have lost their elasticity (they crumble and flake when touched) but the window *is* weather resistant and there is no damage to the surrounding structure.

-OR-

There is evidence of condensation or its associated discoloration between the layers of a thermal pane/insulated glass window.

Level 3/Fail: One or more seals for a window have lost their elasticity (they crumble and flake when touched) and the window is *not* weather resistant.

Peeling/Needs Paint (Windows – Structure – Unit)

Defect: Paint covering the window assembly or trim is cracking, flaking or otherwise failing.

Level of Defect:
Level 1/Pass: Peeling paint or a window that needs paint.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*".

Cabinets, Countertops, and Appliances (Unit)

Cabinets – Cabinets, Countertops, and Appliances (Unit)

Bathroom Cabinets – Missing/Damaged (Bathroom – Cabinets, Countertops, and Appliances – Unit)
Defect: Damaged or missing cabinets, drawers, shelves, doors, medicine cabinets, or vanities.

Note:
1) *Bathroom cabinets are not required and should not be recorded as a deficiency if they have not been previously installed.*

Level of Defect:
Level 1/Pass: Damaged or missing cabinets, drawers, shelves, doors, medicine cabinets or vanities are not functioning as they should for storage or their intended purpose.

Kitchen Cabinets – Missing/Damaged (Kitchen – Cabinets, Countertops, and Appliances – Unit)
Defect: Cabinets are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors, primarily used for storage, mounted on walls or floors.

Notes:
1) *Cabinet defects are based on individual components (doors, drawers, or shelves) as a percentage of the same component's total for the entire cabinet system.*
2) *Delaminating is to be recorded as cabinet damage when applicable. Surface chipping or finish deterioration is not a recordable defect.*

Level of Defect:
Level 2/Pass: 10% to 50% of the cabinets, doors, or shelves are missing or the laminate is separating. There is still space for the storage of food.
Level 3/Pass: More than 50% of the cabinets, doors, or shelves are missing or the laminate is separating. There is still space for the storage of food.

Countertops – Cabinets, Countertops, and Appliances (Unit)

Countertops – Missing/Damaged (Kitchen – Cabinets, Countertops, and Appliances – Unit)
Defect: A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Note:
1) *Surface damaged must extend below the surface layer into the substrate.*

Level of Defect:

Level 2/Pass: 1-20% or more of the total countertop working surface is missing, deteriorated, or damaged below the laminate and is not a sanitary surface on which to prepare food. There is sufficient space for food preparation.

Level 3/Fail: More than 20% of the total countertop working surface is missing, deteriorated, or damaged below the laminate and is not a sanitary surface on which to prepare food. There *is not* sufficient space for food preparation.

Appliances – Cabinets, Countertops, and Appliances (Unit)

Note:

1) *Inspectors are not to evaluate small appliances that are tenant supplied.*

Dishwasher/Garbage Disposal - Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Unit)

Defect: A dishwasher or garbage disposal, if provided, does not function.

Note:

1) *Do not evaluate a dishwasher that is not intended to be permanently installed.*

Level of Defect:

Level 2/Pass: The dishwasher or garbage disposal does not function.

Range Hood/Exhaust Fans – Excessive Grease/Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Unit)

Defect: The apparatus that draws out cooking exhaust does not function.

Level of Defect:

Level 1/Pass: Range hood is missing its designed filter.

Level 2/Pass: An accumulation of dirt, grease or other barrier reduces the free passage of air.

Level 3/Pass: The exhaust fan does not function or is completed blocked.

-OR-

The exhaust fan is missing. There is clear evidence that one existed.

Range/Oven – Missing/Damaged/Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Unit)

Defect: The range/oven is missing or damaged or inoperable.

Notes:

1) *If a burner(s) on a gas stove is not functioning and the pilot light(s) can be re-lit and all burners are operable after re-lighting the pilot, evaluate it as a pilot light is out deficiency (not an inoperable burner). If a burner(s) still does not function after re-lighting record a deficiency for the inoperable burner(s).*
2) *When burners have been removed from the stove for cleaning or repair, but can be located during the inspection and reinstalled into the stovetop, the missing burners are not a deficiency. As with a gas stove, after they have been reinstalled they must be turned on and checked to determine if they are functioning.*

3) *When control knobs have been removed from the stove, and can be located during the unit inspection and reinstalled on the stove, it is not a deficiency.*
4) *Hot plates are not acceptable substitutes for stoves or ranges.*
5) *If a gas oven is not functioning and the pilot light(s) can be re-lit and the oven is operable after re-lighting the pilot, evaluate it as a pilot light is out deficiency (not an inoperable oven). If the oven still does not function after re-lighting record a deficiency for the inoperable oven.*
6) *If there are no oven racks, record as oven is not functioning.*

Level of Defect:

Level 1/Pass: The operation of doors or drawers is impeded, but the oven is functioning.

-OR-

On gas ranges, flames are not distributed equally or the pilot light is out on one or more burners.

-OR-

The oven pilot light is out.

Level 1/Fail: A control knob is missing and cannot be located and reinstalled.

Level 3/Fail: The range or stove is missing.

-OR-

One or more burners are not functioning.

-OR-

The oven is not functioning.

-OR-

The oven door handle is missing.

Microwave – Missing/Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Unit)

Defect: A microwave is missing or inoperable.

Note:

1) *A qualifying microwave is a microwave oven. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave may be substituted for an owner-supplied oven and stove or range if the tenant agrees and if microwave ovens are furnished to both subsidized and unsubsidized tenants in the same building or premises.*

Level of Defect:

Level 2/Pass: A built-in microwave does not function.

Level 3/Fail: A qualifying microwave is missing or inoperable.

Refrigerator – Missing/Damaged/Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Unit)

Defect: The refrigerator is missing or does not cool adequately for the safe storage of food. The refrigerator will not maintain a temperature above 32 degrees F and below 40 degrees F or the freezer will not maintain a temperature below 0 degrees F.

Notes:

1) *Only evaluate the refrigerator that is located in the kitchen area and used primarily for the storage of food.*

2) *A dormitory-size refrigerator is not allowed as the primary refrigerator and if present, must be noted as a Level 3/Fail. Preference for any other sized-refrigerator should be noted as tenant choice.*

Level of Defect:

Level 1/ Pass: There is an excessive accumulation of ice.

-OR-

The seals around the doors are deteriorated but the refrigerator still maintains the required temperature.

Level 3/Fail: The freezer does not cool adequately for the safe storage of food and is unable to maintain the required temperature.

-OR-

The seals around the doors have failed reducing the refrigerator's ability to maintain the required temperature.

-OR-

A dormitory-sized refrigerator is the only device present in the unit.

Level 3/Fail/Emergency: The refrigerator is missing.

-OR-

The refrigerator does not cool adequately for the safe storage of food and is unable to maintain the required temperature.

Washer Hookup Leaking – (Laundry Area/Room - Cabinets, Countertops, and Appliances – Unit)

Defect: The hot/cold water shut off valves supplying the washer or the hoses from the valves to the washer are actively leaking.

Note:

1) *Leaks originating from the water supply lines servicing the laundry area are evaluated under "Building Systems/ Domestic Water/ Leaking Central Water Supply".*

Level of Defect:

Level 3/Fail: The shut off valves supplying the washer are leaking.

-OR-

The hoses from the shut off valves to the washer are leaking.

Water Heater – (Cabinets, Countertops, and Appliances – Unit)

This section can have the following defects:

- General Rust/Corrosion
- Inoperable Unit/Components
- Leaking Valves/Tanks/Pipes
- Misaligned Chimney/Ventilation System
- Missing Flame Shield / Divider
- Temperature and Pressure Relief Valve/Discharge Line

General Rust/Corrosion (Water Heater – Cabinets, Countertops, and Appliances – Unit)
Defect: The equipment or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting, or crevices (may include discolored water).

Level of Defect:
Level 1/Pass: Superficial surface rust.
Level 2/Pass: Formations of metal oxides, flaking, discoloration, or a pit or crevice this does not affect the integrity of the water heater.
Level 3/Fai/Emergency: Formation of metal oxides, flaking, discoloration, or a pit or crevice which affects the integrity of the water heater.

Inoperable Unit/Components (Water Heater – Cabinets, Countertops, and Appliances – Unit)
Defect: Hot water supply is not available, because the water heater or any of its components have malfunctioned.

Level of Defect:
Level 3/Fail/Emergency: No hot water.

Leaking Valves/Tanks/Pipes (Water Heater – Cabinets, Countertops, and Appliances – Unit)
Defect: Water leaking from any of the water heater's components, including valves, flanges, stems, bodies, domestic hot water tank, or the water heater's piping.

Level of Defect:
Level 3/Fail: Water is leaking.

Misaligned Chimney/Ventilation System (Water Heater – Cabinets, Countertops, and Appliances – Unit)
Defect: The ventilation system on a fuel fired water heater is misaligned, damaged, disconnected, or negatively pitched so that it may result in the improper or dangerous venting of gases.

Level of Defect:
Level 3/Fail/Life Threatening: The chimney or venting system is misaligned, negatively pitched, or damaged which may cause improper or dangerous venting of gases.

Comment: If the inspector believes the deficiency has resulted in a hazardous condition, also record the hazard under "*Health & Safety/ Other Hazards*".

Missing Safety Divider or Shield (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: The safety divider or shield is missing.

Notes:

1) *The water heater's safety divider or shield provides isolation or separation protection around the water heater from the living space.*
2) *The location of the water heater must not present a hazard. Gas or fuel fired water heaters in bedrooms or other living areas must have safety dividers or shields separating the water heater from the living space.*

3) *The gas or fuel fired water heaters must have design features that allow for "combustion make up air". Examples include vents or air ducts providing air into the WH area. Electric water heaters are exempt from this requirement.*

Level of Defect:
Level 3/Fail: Fuel fired water heater in living area is not isolated by a safety divider or shield.

Missing Combustion Chamber Cover or Door (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: The combustion chamber cover or door is missing or not properly installed.

Notes:
1) *All covers must be from the original equipment manufacturer.*
2) *All residential fuel fired WH's manufactured and installed since January 2004 are required to have safety shut off systems to prevent flame spread out side of the water heater combustion chamber.*
3) *If a combustion chamber cover is missing or not secure the water heater will not operate.*

Level of Defect:
Level 3/Fail: The combustion chamber door is missing or not properly installed.

Temperature and Pressure Relief Valve/Discharge Line (Water Heater – Cabinets, Countertops, and Appliances – Unit)
Defect: The temperature and pressure relief valve on the unit water heating system is missing, damaged, blocked, or the relief valve discharge piping does not extend to between 6 and 18 inches from the floor, a floor drain, to an indirect waste receptor or to the outdoors.

Note:
1) *If the inspector observes associated problems with the relief valve discharge piping such as the end of the extension is threaded, a shut off valve is installed in the extension or the extension does not have a downward slope, consider it to be damaged and provide a comment as to the nature of the deficiency.*

Level of Defect:
Level 3/Fail: The temperature and pressure relief valve on the unit water heating system is either missing, damaged, blocked, or the relief vale discharge piping does not extend to between 6 inches and 18 inches off the floor or is improperly installed.

Life Safety Equipment

Smoke Detector – Missing/Inoperable (Life Safety Equipment – Unit)
Defect: A smoke detector is missing or does not function as it should.

Notes:
1) *There must be at least 1 smoke detector on each living level.*
2) *If a smoke detector is present, it must function as designed.*

3) *"Missing" means that evidence suggests that personnel have removed a smoke detector that should be there. A "paint ring" alone, in the shape of a smoke detector, should not be considered a missing detector.*
4) *When multiple smoke detectors are interconnected (wired together so that one triggers all others), each smoke detector must be tested for correct function.*
5) *Smoke detectors that are part of a building-wide fire alarm system (found either in the unit or in common areas frequented by Unit tenants) require special consideration. Inspectors should verify if the smoke detector only alerts local entities (on-site) prior to testing. If the smoke detector system is a monitored system that alerts an outside agency, and recent documentation (within the previous 12 months) has been provided indicating the system has been tested and functions properly, the inspector will ensure that all visible components appear to be in place, but not activate the system. If satisfactory test documentation cannot be provided, and the system cannot be tested, the system must be considered inoperable.*
6) *HUD's intent with UPCS-V is not to preempt a stricter state or local standard. Therefore, at a minimum, smoke detectors should be installed in accordance with NFPA 74. PHAs should also include any additional information on local and/or State Fire Marshall's requirements in their Administrative Plans.*

Level of Defect:

Level 3/Fail/Life Threatening: A smoke detector is missing or does not function as it should.

-OR-

A combination smoke/carbon monoxide detector is missing or does not function as it should.

Carbon Monoxide Detector – Missing/Inoperable (Life Safety Equipment – Unit)

Defect: A Carbon Monoxide detector is missing or does not function as it should.

Notes:

1) *Carbon Monoxide (CO) detectors are required to be installed in the immediate vicinity of all sleeping areas in units that contain any fossil fuel burning appliance or an attached garage.*
2) *If there is a fireplace or other fuel-burning appliance in a bedroom, a CO detector is required to be installed within the bedroom.*
3) *A unit with no fuel fired appliances located in a multi-unit building that has integral garage space and/or fossil fueled central heat or hot water systems must have a CO detector installed in the immediate vicinity of sleeping areas.*

Level of Defect:

Level 3/Fail/Life Threatening: A carbon monoxide detector is missing or does not function as it should.

HVAC System (Unit)

Bathroom Ventilation/Exhaust System – Inoperable (HVAC System – Bathroom – Unit)

Defect: The apparatus used to exhaust air has failed.

Notes:

1) *The bathroom must have some form of ventilation, either an operable fan, vent shaft, or a functioning window.*

2) *If a POA has disconnected a fan, consider it functional if it can be immediately reconnected for the inspection.*
3) *In multi-unit buildings, unit bathroom ventilation may be provided utilizing vent shafts and a centrally located fan.*
4) *Gravity or free flow vents which do not have a mechanical fan to push or pull air are common in warmer climates.*
5) *A bathroom window must open to the exterior or into an air shaft that exits to the exterior.*

Level of Defect:

Level 1/Pass: An exhaust fan is missing its cover but the fan still functions.

Level 2/Fail: An exhaust fan is not functioning or missing and there is no bathroom window.

-OR-

A bathroom window cannot be opened or will not stay open and there is no exhaust fan.

Level 3/Fail: Both the exhaust fan and bathroom window are missing or not functioning.

Dryer Vent Missing/Damaged/Inoperable – (HVAC System – Laundry Area/Room – Unit)

Defect: Inadequate means is available to vent accumulated heat/lint to the outside. The dryer vent is missing, damaged, inoperable (blocked), or vent cap is missing.

Notes:

1) *A dryer specifically designed for unvented operation and installed per manufacturer's instructions is not a deficiency.*
2) *When all components of a through the wall dryer vent are missing record the deficiency as a hole in the exterior wall.*

Level of Defect:

Level 3/Pass: Exterior dryer vent cover or cap is missing.

Level 3/Fail: Electric dryer vent is missing, damaged, or is visually determined to be inoperable (blocked).

Level 3/Fail/Life Threatening: Gas dryer vent is missing, damaged or is visually determined to be inoperable (blocked). Dryer exhaust is not vented to the outside.

HVAC System (HVAC System – Unit)

System to provide heating, cooling and ventilation to the unit. This includes building heating or cooling system components that service the unit, such as boilers, chillers, circulating pumps, distribution lines, fuel supply, etc. Does not include redundant or non-permanent equipment. The PHA is responsible for defining what constitutes adequate heat (or cooling/ventilation) appropriate to the climate. PHAs should reference state or local housing codes or health codes to determine appropriate temperatures and to identify when heating and cooling seasons start and end.

This section can have the following defects:

- Boiler/Pump/Cooling System Leaking
- Convection/Radiant Heat System Covers Missing/Damaged
- Fuel Supply Leaking
- General Rust/Corrosion
- Inoperable

- Misaligned Chimney/Ventilation System
- Noisy/Vibrating/Leaking Inoperable

Boiler/Pump/Cooling System Leaking (HVAC System – HVAC System –Unit)
Defect: Coolant, water or steam is escaping from unit casing and/or pump packing/system piping.

Notes:
1) *This does not include fuel supply leaks. See "Fuel Supply Leaks (HVAC – Unit)".*
2) *Do not include steam escaping from pressure relief valves.*
3) *If water containment and curb is provided, do not record as deficiency if there is standing water.*
4) *Condensation or sweating is not to be confused with leaking.*

Level of Defect:
Level 1/Pass: Coolant, water, or steam is not properly escaping from unit casing and/or pump packing/system piping but the system still functions.
Level 3/Fail: Coolant, water, or steam is leaking from unit casing and/or pump packing/system piping to the point that the system or pumps should be shut down.

Boiler System Leaking (HVAC System – HVAC System – Unit)
Defect: Water or steam is escaping from the boiler or related boiler system components.

Notes:
1) *This does not include fuel supply leaks. See "Fuel Supply Leaks (HVAC – Unit)".*
2) *Do not include water or steam escaping from pressure relief valves.*
3) *Condensation on piping is not to be confused with leaking.*

Level of Defect:
Level 1/Pass: Water or steam is not properly leaking from the boiler or pump system but the system still functions.
Level 3/Fail: Water or steam is leaking from the boiler or pump system. System is unable to maintain living space minimum temperature or leak is severe enough to cause pressure relief valve to open or boiler to shut down.

Convection/Radiant Heat System Covers Missing/Damaged (HVAC System – HVAC System – Unit)
Defect: A cover on the convection/radiant heat system is missing or damaged, which could cause a burn or related injury.

Level of Defect:
Level 3/Fail: A cover is missing or damaged, allowing contact with heating or surface elements or associated fans.

Comment: If the inspector believes a missing cover has resulted in a hazardous condition, record the hazard manually under "*Health & Safety/ Other Hazards*".

Fuel Supply Leaking (HVAC System – HVAC System – Unit)

Defect: A storage vessel, fluid line, valve, or connection that supplies fuel to an HVAC unit is leaking; evidenced by drips, a puddle, or the strong smell of fuel in the area.

Note:

1) *Applies primarily to liquid fuel powered equipment. Leaking natural gas or propane is a life threatening condition and should be recorded under "Health & Safety/Air Quality/ Gas Odor Detected".*

Level of Defect:

Level 3/Fail/Life Threatening: A fuel storage vessel, fluid line, valve, or connection that supplies fuel to a HVAC unit is leaking.

Comment: If the leak has produced an accumulation of flammable material that could present a hazard, also evaluate the condition under *"Health & Safety/Flammable/Combustible Materials"*.

Inoperable (HVAC System – HVAC System – Unit)

Defect: The heating, cooling, or ventilation system does not function.

Notes:

1) *Many tenantable properties contain a HVAC system powered by a boiler. Depending on the size and type of boiler, the local authority may require inspection of boilers. If the boiler providing heat to the voucher unit meets the jurisdictional requirements for inspection, the inspector can verify the inspection certificate is current in lieu of a visual inspection. The inspector would not record a defect for the item, provided that during the inspection the inspector observes sufficient heat in the unit.*
2) *Inspectors are required to inspect either the heat or the air conditioning system, but not both. Inspect whichever is in season at the time of the inspection and verify that the system is functioning as intended.*
3) *An inoperable system is considered an Emergency item when it fails to meet established criteria (by PHA) for emergency heating or cooling with consideration for ambient temperature range and ventilation.*
4) *To properly test for the operability of an HVAC, the inspector should place the temperature measuring device in the following locations:*
    - *3 feet above floor near the center of the room being tested, and*
    - *2 feet inward from center of each exterior wall.*
5) *Vented fuel-burning space heaters may be present in units located in milder climates. If a vented space heater is present, they must be connected to an approved chimney or vent and have a supply of air for combustion (meaning an open window or other means of air supply.) Non-vented space heaters are not allowed and must be recorded as a Level 3/Fail/Emergency.*

Level of Defect:

Level 3/Fail: The HVAC system does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

Level 3/ Fail/Emergency: The HVAC system does not function and fails to meet established criteria (by PHA) for emergency heating or cooling with consideration for ambient temperature range and ventilation.

-OR-

The HVAC system does function, but fails to meet established criteria for emergency heating or cooling with consideration for ambient temperature range and ventilation.

-OR-

The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. As a result, the system *does not* provide enough heating or cooling to maintain an ambient temperature range defined by the PHA in the major living areas.

Fuel Fired Space Heater (HVAC System – HVAC System – Unit)

Defect: A fuel fired space heater is not properly installed or maintained, allowing contact with heating surface.

Note:

1) *Space heaters will have safety bars, safety grill, and glass safety shield or view glass separating combustion chamber from room environment.*

Level of Defect:

L3/Fail/Life Threatening: The vented space heater is not properly vented or lacks available combustion air.

-OR-

A non-vented space heater is present.

-OR-

Safety devices are missing or damaged.

Comment: If this defect results in a hazardous condition the inspector must also evaluate it under "*Health & Safety/Air Quality*".

No Access (HVAC System – HVAC System – Unit)

Defect: The HVAC system cannot be visually inspected or the required inspection certification is missing or expired.

Level of Defect:

Level 3/Fail/Emergency: The required inspection certification servicing the voucher unit is missing or expired and the inspector cannot visually inspect the equipment servicing the voucher unit.

Misaligned Chimney/Ventilation System (HVAC System – HVAC System – Unit)

Defect: The chimney or venting system on a fuel fired unit is misaligned, negatively pitched, or exhibits any condition that allows the improper venting of dangerous gasses.

Level of Defect:

Level 3/Fail: The flame shield or required safety divider is missing.

Level 3/Fail/Life Threatening: The chimney or venting system is misaligned, negatively pitched, or damaged which may cause improper venting of gases.

Noisy/Vibrating/Leaking (HVAC System – HVAC System – Unit)

Defect: The HVAC distribution components, including fans, are the source of unusual vibrations, leaks, or abnormal noise. Examples may include, but are not limited to, screeching, squealing, banging, shaking, etc.

Level of Defect:
Level 1/Pass: The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. The system still provides enough heating or cooling to maintain an ambient temperature range defined by the PHA in the major living areas.

Unit Ventilation (HVAC System – HVAC System – Unit)
Defect: No source of unit ventilation is present.

Level of Defect:
Level 3/Fail/Life Threatening: No source of unit ventilation is present.

7.1.3 Building Systems

The building systems inspectable area includes the building wide systems and components that provide essential services to the unit, such as water, sewer, power, fire protection, and elevators. The building systems inspectable area is generally only applicable to multi-family structures. However, inspectors must be aware that in some cases, inspectable items within this inspectable area also applies to single family structures.

BUILDING SYSTEMS INSPECTABLE ITEMS

Items to inspect for "Building Systems" are as follows:

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

Domestic Water (Building Systems)

The portion of the building system that provides potable water conditioning, heating, and the portion of the building system that provides potable water conditioning, heating, and distribution, taking its source from outside the building and terminating in domestic plumbing fixtures. The system typically consists of water conditioners (filters and softeners), water heaters, transfer and circulating pumps, strainers, connecting piping, fittings, valves and supports.

Note:

1) *This does not include portion of water supply that connects to the heating and cooling system. Also, the delivery points of the system such as sinks and faucets in units or common areas.*

This inspectable item can have the following defects:

- Leaking Central Water Supply
- Misaligned/Damaged Ventilation System
- Temperature and Pressure Relief Valve/Discharge Line
- Water Well Inoperable/Contaminated

Leaking Central Water Supply (Domestic Water – Building Systems)
Defect: Water leaking from any water system component, including valve flanges, stems, bodies, hose bibs, or any domestic water tank or its pipe or pipe connections.

Notes:

1) *This includes both hot and cold water systems, but does not include fixtures. Address fixtures in units or common areas.*
2) *Some pumps and valves are designed to leak as a normal function, particularly in fire pumps, water pressure pumps, and large circulating pumps, and should be considered accordingly.*

Level of Defect:

Level 3/Pass: Water is leaking from any water system component and leak does not directly affect the inside of the HCV unit.

Level 3/Fail: Water is leaking from any water system component and leak has a direct effect on the inside of the HCV unit.

Misaligned Chimney/Ventilation System (Domestic Water – Building Systems)
Defect: The ventilation system on a fuel fired water heater is misaligned, damaged, disconnected, or negatively pitched and may result in the improper or dangerous venting of gases.

Level of Defect:

Level 3/Fail/Life Threatening: Any misalignment of an exhaust system on a fuel fired unit that may cause improper or dangerous venting of gases.

Temperature and Pressure Relief Valve/Discharge Line (Domestic Water – Building Systems)
Defect: The temperature and pressure relief valve on the central water heating system is missing, damaged, blocked or the relief valve discharge piping does not extend to no less than 6 inches and no more than 18 inches off the floor, a floor drain, to an indirect waste receptor or to the outdoors.

Note:

1) *If the inspector observes associated problems with the relief valve discharge piping such as the end of the extension is threaded, a shut off valve is installed in the extension or the extension does not have a downward slope, consider it to be improperly installed. Record a deficiency and provide a comment as to the nature of the deficiency.*

Level of Defect:

Level 3/Fail: The temperature and pressure relief valve on the unit water heating system is either missing, damaged, blocked, or the relief vale discharge piping does not extend to no less than 6 inches and no more than 18 inches off the floor or is improperly installed.

Water Well Inoperable/Contaminated (Domestic Water – Building Systems)
Defect: The water well or any of its components are damaged, inoperable, contaminated, or otherwise unable to supply potable water to the building/unit. Or the well has not been certified/ approved by local authority.

Note:

1) *Private water supplies are typically certified or approved by a local authority such as a building or health department. The PHA should establish certification requirements in accordance with local codes.*

Level of Defect:

Level 3/Fail: The well is unable to supply potable water.

-OR-

Private water supply has not been certified/approved in accordance with local requirements.

Electrical System (Building Systems)

The portion of the building system that safely provides electrical power throughout the building. Including equipment that provides control, protection, metering, and service.

Notes:

1) *This does not include transformers or metering that belongs to the providing utility; equipment that is part of any emergency power generating system; or terminal equipment such as receptacles and switches that are located in the units or common areas.*
2) *Electrical panels (breaker/fuse boxes) that are secured at the time of inspection (except for disconnects and timer boxes) must be made accessible to the inspector for inspection. Any electrical panel (breaker/fuse box) that is not made accessible will be recorded as "Blocked Access to Electrical Panel" in the appropriate Inspectable area.*
3) *Timer and disconnects (all electrical boxes other than breaker/fuse) that are not secured must be inspected, provided that doing so will not interrupt electrical service. Secured means that it requires the use of a tool. Tools can be items such as keys for locks, cutters, screwdrivers, or other similar instruments.*

This inspectable item can have the following defects:

- Blocked Access/Improper Storage
- Burnt Breakers
- Evidence of Leaks/Corrosion
- Frayed Wiring
- Missing Breakers/Fuses
- Missing Covers

Blocked Access/Improper Storage (Electrical System – Building Systems)

Defect: A fixed obstruction or item of sufficient size and weight that can delay or prevent access to any panel board or main power switch in an emergency.

Note:

1) *If the panel board or main power switch is locked but authorized personnel can quickly gain access, do not record it as a deficiency.*

Level of Defect:

Level 3/Pass: One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel in the event of an emergency.

Burnt Breakers (Electrical System – Building Systems)
Defect: Breakers have carbon on the plastic body, or the plastic body is melted or scarred.

Level of Defect:
Level 3/Fail: Any carbon residue, melted breakers or arcing scars.

Evidence of Leaks/Corrosion (Electrical System – Building Systems)
Defect: Corrosion or other evidence of water leaks in electrical enclosures or hardware.

Note:
1) *Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.*

Level of Defect:
Level 3/ Fail: Any corrosion that affects the condition of the components that carry current.
-OR-
Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical System – Building Systems)
Defect: Nicks, abrasions, or fraying of the insulation that expose wires that conduct current.

Notes:
1) *Do not consider this a deficiency for wires not intended to be insulated, such as grounding wires.*
2) *Do not consider low voltage wiring.*

Level of Defect:
Level 3/Fail/Life Threatening: Any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

GFCI Inoperable (Electrical System – Building Systems)
Defect: The GFCI does not function.

Note:
1) *To determine whether the GFCI is functioning, the self-test button in the GFCI device must be pressed and reset.*

Level of Defect:
Level 3/Fail: The GFCI device does not function.

AFCI Inoperable (Electrical System – Building Systems)
Defect: The AFCI does not function.

Note:
1) *To determine whether AFCI is functioning, the self-test button on the AFCI device must be pressed and reset.*

Level of Defect:
Level 3/Fail: The AFCI device does not function when tested.

Missing Breakers/Fuses (Electrical System – Building Systems)
Defect: In a panel board, main panel board, or other electrical box containing circuit breakers, an open circuit breaker knock out that is not appropriately blanked off.

Level of Defect:
Level 3/Fail/Life Threatening: An open breaker knock out or open knock out is not properly blanked off.

Missing Covers (Electrical System – Building Systems)
Defect: The cover is missing from any electrical device box, panel box, switch gear box or control panel with exposed electrical connections.

Note:
1) *Do not consider covers on boxes dedicated to low voltage wiring.*

Level of Defect:
Level 3/Fail/Life Threatening: A cover is missing, which results in exposed visible electrical connections.

Elevators (Building Systems)

Vertical conveyance system for moving personnel, equipment, materials, household goods, etc.

Inoperable Elevators (Elevators – Building Systems)
Defect: The elevator certificate is expired or missing; the elevator will not ascend or descend, door will not open or close, or when the door opens the cab is not there.

Notes:
1) *The inspector must review the elevator certificate to ensure it is current and is approved for use by the appropriate local authority. If the property has passed the required elevator inspection but has not received the formal certificate, the inspector may accept the inspection report in lieu of the certificate.*
2) *Inspectors are not to enter an elevator machinery room unless the elevator machinery room contains non-elevator equipment that, due to the equipment's association with the voucher unit, must be inspected or is the only route to another area requiring inspection.*

Level of Defect:
Level 1/Pass: The elevator is inoperable but there is another functioning elevator in the building that is usable by the tenant.
Level 3/Fail: The elevator does not function at all and there is not another functioning elevator in the building that is usable by the tenant.
-OR-
The elevator certificate is expired or missing
Level 3/Fail/Emergency: The elevator doors open when the cab is not there.

Elevator – Tripping (Elevators – Building Systems)
Defect: An elevator cab is misaligned with the floor by more than 3/4 inch. The elevator does not level as it should, which causes a tripping hazard.

Level of Defect
Level 3/Fail: The elevator cab is misaligned with the floor by more than 3/4 inch.

Emergency Power (Building Systems)

Standby/backup equipment intended to supply illumination or power or both, (battery or generator set) during utility outage or an emergency.

This inspectable item can have the following defects:

- Auxiliary Lighting Inoperable
- Exit Signs missing/damaged or not properly illuminated
- Back-up Generator - Run-Up Records/Documentation Not Available

Auxiliary Lighting Inoperable (Emergency Power – Building Systems)
Defect: Emergency lighting that provides illumination during power outages does not function as it should.

Note:
1) *Limited to emergency lighting that covers the most likely path of egress from the voucher unit or common area frequented by the tenant.*

Level of Defect:
Level 3/Fail: Auxiliary lighting does not function as it should.

Missing Exit Signs (Emergency Power – Building Systems)
Defect: Exit signs that clearly identify emergency exits are missing/damaged OR there is no adjacent or other internal illumination in operation on or near the sign.

Notes:
1) *Exit signs are typically not found in single family units, however, multi-family units may require retrofitting to add exit signs.*
2) *Exit signs are not required and should not be recorded as a deficiency if they have not been previously installed at an exit.*
3) *Limited to exit signs marking the most likely path of egress from the voucher unit or common area frequented by the tenant.*
4) *UPCS-V does not require exit signs to be permanently installed, therefore inspectors should reference their PHA Administrative Plan for additional guidance.*

Level of Defect:
Level 3 / Fail: Exit sign is missing or damaged.
-OR-
No adjacent or other internal/external illumination on or near the exit sign.

Back-up Generator – Run-Up Records/Documentation Not Available (Emergency Power – Building Systems)
Defect: Records are not properly maintained or available.

Notes:

1) *Back-up generators provide power to some or all of the electrical circuits in a building during an emergency. Back-up generators often service life-safety systems and are important to the health and safety of the Unit tenants. The generator's run-up records show that the generator has been started and checked for proper operation on a periodic basis. The records can take many forms, from a school notebook with handwritten entries to a detailed computer generated report; any format is acceptable, but must cover the past 12 months. Newer generators may have pre-programed automatic test functions and the unit reports system status directly to the generator service company. The PHA may decide to accept written certification from the generator service company or qualified professional in lieu of records kept in the field.*
2) *Applies only to generators that support life safety equipment such as emergency lighting, exit signs, elevator operation, etc. Convenience generators used during or after a storm to power a refrigerator or television or for another similar purpose would not be evaluated under this inspectable item.*

Level of Defect:
Level 3/Fail: No run-up records covering the past 12 months are available and no written certification from the generator service company or qualified professional that the system is operational.

Fire Protection (Building Systems)

Building System designed to minimize the effects of a fire. May include the following: portable fire extinguisher and permanent sprinkler systems.

This inspectable item can have the following defects:

- Missing/Damaged Sprinkler Head
- Missing/Damaged/Expired Extinguishers

Note:

1) *This does not include fire detection, alarm, and control devices.*

Missing Sprinkler Head (Fire Protection – Building Systems)
Defect: A sprinkler head or its components connected to the central fire protection system is either missing, visibly disabled, blocked, capped or the sprinkler head has evidence of corrosion or paint not applied by the manufacture.

Notes:

1) *Components include items such as test plugs, drains, and test fittings.*
2) *Paint applies to the sprinkler head only. Paint on an escutcheon ring is not a deficiency.*

Level of Defect:
Level 3/Fail: Any sprinkler head is missing, visibly disabled, painted over, blocked or capped.

-OR-
A sprinkler head is missing an escutcheon ring.

Missing/Damaged/Expired Extinguishers (Fire Protection – Building Systems)
Defect: A portable fire extinguisher is not where it should be, is damaged, discharged, overcharged or the extinguisher certification has expired. Fire extinguishers that are installed in a multi-unit building by the property owner generally must meet the requirements of the local code authority and will be tagged (by an authorized entity such as a local Fire Department, Fire Marshall or any other entity that has received authorization from the local Fire Department to conduct fire extinguisher inspections) showing that they have been inspected and serviced in accordance with the code requirements.

Notes:

1) *Common area fire extinguishers are evaluated only when directly along the voucher tenant's most common path of travel, fire egress route, or located in an area intended for tenant use.*
2) *If fire extinguishers are not present and there is no evidence, such as mounting brackets or fire cabinets, they are supposed to be present, it is not a deficiency.*
3) *If the inspection tag is missing during the inspection, the owner/representative may produce proof that the fire extinguisher certification is current such as an inspection report or the invoice from the fire extinguisher company for the last inspection. If there is such proof, do not record a deficiency for a missing tag.*
4) *With respect to disposable (or non-rechargeable) fire extinguishers, the inspector must visually check the gauge, which must clearly indicate the fire extinguisher is adequately charged. Disposable fire extinguishers are not required to be tagged.*
5) *If an inspection tag is missing the owner/representative may produce proof that the fire extinguisher certification is current such as an inspection report or the invoice from the fire extinguisher company for the last inspection. If the owner/representative presents such proof, the inspector should not record a deficiency for a missing tag.*

Level of Defect:
Level 3/Fail/Life Threatening: Fire extinguisher is missing, damaged, discharged, overcharged, or expired.

Sanitary System (Building Systems)

The portion of the building system that provides for the disposal of waste products with discharge to the local sewage system. It may include sources such as domestic plumbing fixtures, floor drains, and other area drains. And consists of floor drains and traps, collection sumps, sewage ejectors, sewage pumps, collection piping, fittings, valves and supports.

Note:

1) *This does not include site storm drainage. Refer to "Damaged/Obstructed (Storm Drainage – Site)".*

This inspectable item can have the following defects:

- Broken/Leaking/Clogged Pipes or Drains (Sanitary System)
- Missing Drain/Cleanout/Manhole Covers

- Septic System

Broken/Leaking/Clogged Pipes or Drains (Sanitary System – Building Systems)
Defect: A drain is clogged or that components of the sanitary system are leaking.

Note:
1) *An active leak is a leak that can be seen visually.*
2) *If a leak is identified in the drain and waste piping, label this as a Level 3/Fail.*

Level of Defect:
Level 3/ Fail: Active leaks in or around the system components.
-OR-
Evidence of standing water, puddles, or ponding, a sign of leaks or clogged drains.

Missing Drain/Cleanout/Manhole Covers (Sanitary System – Building Systems)
Defect: A protective cover is missing/ damaged or a cover is improperly installed that could create a hazardous condition.

Notes:
1) *Includes drain, cleanout and manhole covers.*
2) *Missing or damaged clean out covers are a "fail" condition only when they have the potential to directly affect the unit.*
3) *Manhole covers that exist in areas frequently traveled by the tenant should be evaluated for any condition that could present a hazard.*

Level of Defect:
Level 3/Pass: A drain cover is missing or damaged.
-OR-
A clean out cover is missing or damaged but there is no direct effect on the unit.

Level 3/Fail: A clean out cover is missing or damaged and there is a direct negative effect on the unit.
-OR-
A manhole cover is missing/ damaged.

Septic System (Sanitary System – Building Systems)
Defect: The septic system servicing the building/unit or any of its associated components has visibly failed or has not been certified/ approved by local authority.
Note:
1) *Private sanitary supplies are typically certified/approved by a local authority such as a building or health department. The PHA should establish certification requirements in accordance with local codes.*

Level of Defect:
Level 3/Fail: The septic system has visibly failed.
-OR-
Septic system has not been certified or approved in accordance with local requirements.

7.1.4 Common Areas

Common areas consist of primary and secondary egress paths from the unit's entry door, and common amenities such as the laundry room, community room, and mail room. The inspector should only evaluate areas and items that the tenant is likely to use; areas and items the inspector is substantially certain the tenant(s) would not use are exempt from inspection. For example, if the tenant has access to the mechanical room, it should be inspected for health and safety issues. If not, the inspector should only inspect the mechanical room for the function and condition of the equipment if it directly impacts the unit.

COMMON AREAS INSPECTABLE ITEMS

The locations of items to inspect for "Common Areas" are as follows:

- Basement/Garage/Carport.
  - Basement: the lowest habitable story of a building, usually below ground level.
  - Garage: a building or wing of a building in which to park a car.
  - Carport: a roof projecting from the side of a building or free standing, used to shelter an automobile.
- Closet/Utility/Mechanical: an enclosed room or closet housing machines and/or equipment that service the building.
- Community Room: meeting place used by members of a community for social, cultural, or recreational purposes.
- Halls/Corridors/Stairs: passageway in a building, which organizes its rooms, apartments and staircases.
- Kitchen: a place where food is cooked or prepared; the facilities and equipment used in preparing and serving food.
- Laundry Room: place where soiled clothes and linens are washed and/or dried.
- Lobby: a foyer, hall, or waiting room at or near the entrance of a building.
- Other community spaces.
- Patio/Porch/Balcony: covered entrance to a building, usually with a separate roof or a recreation area that adjoins common areas.
- Pools and Related Structures: swimming pools and related structures including fencing, etc.
- Restrooms/Pool Structures: a room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet; this includes locker rooms or bathhouses associated with swimming pools.
- Storage: a room in which items are kept for future use.
- Trash Collection Areas: collection areas for trash/garbage common pick-up.

Notes:

1) ***Primary and secondary means of egress:*** *Hallways, stairways, and exit doors that lead from the unit to the outside of the building (the Public Way). The Primary Egress is the shortest, most direct path from the unit to the public way. Secondary Egress is the next most viable means of exit. The inspector should evaluate the entire path from the unit to the exit discharge of both the primary and secondary means of egress. The Exit Discharge must be clear and open to the Public Way. Discharge into a fenced, walled, or otherwise confined area is not acceptable. Inspectable items along the egress path include all life*

safety equipment such as, exit signs, emergency lighting, fire extinguishers, and the function of fire rated doors. The paths are also evaluated for obstructions from debris or inappropriate or inoperable door hardware.

2) *Common areas designated for the use of the tenant, such as laundry room, community room, etc. must have one usable exit designed for egress to the public way or exit access. That exit must be available when the room is in use.*
3) *Any doors or windows that provide access to a fire escape are always inspected and must be fully functional and clear regardless of whether the building has other acceptable primary and secondary means of egress (The condition and serviceability of the Fire Escape structure is evaluated under "Fire Escapes (Building Exterior)".*
4) ***Other community spaces designated for use by the tenant:*** *Areas such as the laundry room, community room, common kitchen, computer or game room, mail room, swimming pool, pool house, fitness center, etc. are inspected for any hazardous condition that could endanger the health and safety of the tenant. Smoke detectors in these areas will be inspected in accordance with guidelines in the Dictionary.*
5) *When a common area, for example a laundry facility, is located in a free-standing building separate from the unit's building, the exterior and immediate surrounding area are evaluated under the site inspectable area while the interior of the laundry building is evaluated in common area.*
6) *A bathroom is a room equipped with a water closet or toilet, tub or shower, and sink. A bathroom may also contain cabinet(s) and/or closet(s).*
7) *A kitchen is a place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.*
8) *A laundry area/room is a place where soiled clothes and linens are washed or dried.*
9) *Any appliance leaking onto floors or walls should be covered under the respective "Water Stains/Water Damage (Structure – Common Areas)" section.*

The items within locations to be inspected for "Common Areas" are listed below.

- Plumbing System
- Structure
- Electrical System
- Life Safety Equipment
- Cabinets, Countertops, and Appliances
- HVAC System
- Other

Plumbing System (Common Areas)

Kitchen Sink – Missing/Damaged (Kitchen – Plumbing – Common Areas)

Defect: A sink, faucet, or accessories are missing, damaged or not functioning.

Notes:

1) *If a stopper is missing, do not record it as a defect.*
2) *Primary kitchen hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.*

Level of Defect:

Level 1/Pass: The sink can be used, but either of these conditions are present:

There are cracks in the basin.

-OR-

Any of the sink's secondary hardware is missing or not functioning.

-OR-

Discoloration in 50% or more of the basin.

Level 3/Pass: The shut off valves servicing the sink are missing a handle or otherwise inoperable (visual inspection only).

-OR-

The sink missing or cannot hold water.

-OR-

There is a leak in the sink supply lines or shut-off valves.

-OR-

The sink's primary hardware is missing or not functioning.

Kitchen Sink – Waste Pipes/Trap (Kitchen – Plumbing System – Common Areas)

Defect: The water does not drain adequately.

Level of Defect:

Level 1/Pass: The basin will drain, but it is slow.

Level 3/Pass: The drain is completely clogged, and water will not drain.

-OR-

There is a leak in the waste pipe or trap.

-OR-

The sink has a missing or improper trap.

Kitchen Sink – Leaking Faucets/Associated Hardware (Kitchen – Plumbing System– Common Areas)

Defect: A basin faucet, drain, or associated hardware connections leak.

Level of Defect:

Level 1/Pass: There is a leak from the sink's hardware other than the faucet and it is contained by the sink basin.

-OR-

There is a drip from the faucet when the control is in the "Off" position and it is contained by the sink basin.

-OR-

There is a continuous flow of water from the faucet when the control is in the "Off" position and it is contained by the sink basin.

Level 3/Pass: There is a leak from the sink's hardware other than the faucet and it is not contained by the sink basin. The flow of water can be controlled.

-OR-

There is a leak from the faucet and it is not contained by the sink basin. The flow of water can be controlled.

-OR-

There is a leak from the sink's hardware other than the faucet and it is not contained by the sink basin. The flow of water cannot be controlled.

-OR-

There is a leak from the faucet and it is not contained by the sink basin. The flow of water cannot be controlled.

Restroom Sink – Missing/Damaged (Restroom – Plumbing System – Common Areas)

Defect: A sink, faucet, or accessories are missing, damaged or not functioning.

Notes:

1) *Do not record a missing/inoperable stopper as a defect on common area sinks.*
2) *Primary bathroom hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.*
3) *In some multi-family units, shut off valves may not have handles, therefore, a special wrench may be required to turn on and off.*
4) *If a sink is not securely mounted, it may be at risk for a water leak. Inspectors should inspect for the following:*
    - *Sink shows signs of pulling away from the wall.*
    - *Appears to be a gap between the sink and wall.*
    - *Sink moves when water is turned on or off.*
    - *Front edge of sink is leaning down toward floor.*
    - *If sink is mounted on a vanity, the vanity is pulling away from the wall or the vanity shows signs of separating at its seams.*
5) *If a leak is identified, record the deficiency under "Bathroom Sink – Leaking Faucets/Associated Hardware (Bathroom – Plumbing – Common Areas)."*

Level of Defect:

Level 3/Pass: The handles are missing from the shut off valves servicing a sink or the valve is otherwise inoperable (visual inspection only).

Level 3/Fail: The sink missing or cannot hold water, there is a leak in the sink supply lines or shut-off valves, the sink's primary hardware is missing or not functioning, or a wall mounted sink is not securely mounted.

Restroom Sink – Waste Pipes/Trap (Restroom – Plumbing System – Common Areas)

Defect: The water does not drain adequately.

Level of Defect:

Level 1/Pass: The basin will drain, but it is slow.

Level 3/Pass: The drain is completely clogged, and water will not drain. There *is* another functioning sink in the unit.

-OR-

There is a leak in the waste pipe or trap. There *is* another functioning sink in the unit.

Level 3/Fail: The sink has a missing or improper trap. There *is* another functioning sink in the unit.

Restroom Sink/Shower or Tub – Leaking Faucets/Associated Hardware (Restroom – Plumbing System – Common Areas)

Defect: A basin faucet, drain, or associated hardware connections leak.

Level of Defect:

Level 1/Pass: There is a leak from the sink's or shower or tub's hardware other than the faucet and it is contained by the basin.

-OR-

There is a drip from the faucet when the control is in the "Off" position and it is contained by the basin.

-OR-

There is a continuous flow of water from the faucet when the control is in the "Off" position and it is contained by the basin.

Level 3/Pass: There is a leak from the sink's or shower or tub's hardware other than the faucet and it is not contained by the basin. The flow of water can be controlled.

-OR-

There is a leak from the faucet and it is not contained by the basin. The flow of water can be controlled.

Shower/Tub – Missing/Damaged (Restroom – Plumbing System – Common Areas)

Defect: The shower, tub, or components are damaged or missing. This includes associated hardware, such as grab bars, shower doors, shower curtain rods, etc.

Notes:

1) *This does not include leaking faucets and pipes.*
2) *Do not record it as a defect if a stopper is near the tub*
3) *A missing or inoperable mechanical stopper should not be considered "associated hardware" and should be recorded as the L1 defect only.*

Level of Defect:

Level 2/Pass: There is discoloration in more than 50% of the basin.

Level 3/Pass: The shower or tub is missing or there is other basin damage that renders the shower or tub unusable.

-OR-

There is a leak in the shower or tub supply line.

Shower/Tub – Waste Pipes/Trap (Restroom – Plumbing System – Common Areas)

Defect: The water does not drain adequately.

Level of Defect:

Level 3/Pass: The drain is completely clogged, and basin will not drain.

-OR-

There is a leak in the waste pipe or trap.

Level 3/Fail: The basin has a missing or improper trap.

Water Closet/Toilet – Damaged/Missing (Restroom – Plumbing System – Common Areas)

Defect: A water closet or toilet is damaged or missing.

Note:

1) *If the tank is loose, check for leaks.*

Level of Defect:

Level 2/Pass: Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged.

Level 3/Pass: There are cracks or fractures in the water closet/toilet tank or bowl, but it still holds water.

-OR-

There are cracks or fractures in the water closet/toilet tank or bowl, but it cannot hold water.

-OR-

The tank or bowl is leaking, the toilet "runs" constantly, or there is a leak or drip in the water closet/toilet supply lines or shut-off valve.

-OR-

The handles are missing from the shut off valves servicing the water closet/toilet or the valve is otherwise inoperable (visual inspection only).

-OR-

The bowl or base is not securely mounted or is damaged at the mounting hardware location.

Water Closet/Toilet – Waste Pipes/Trap (Restroom – Plumbing System – Common Areas)

Defect: The water closet/toilet cannot be flushed or there is a leak or drip.

Level of Defect:

Level 3/Pass: The water closet/toilet cannot be flushed because of an obstruction or another cause.

-OR-

There is a leak or drip from the wax ring of a water closet/toilet.

Cabinets, Countertops, and Appliances (Common Areas)

Cabinets – Cabinets, Countertops, and Appliances (Common Areas)

Restroom Cabinets – Missing/Damaged (Restroom – Cabinets, Countertops, and Appliances – Common Areas)

Defect: Damaged or missing cabinets, drawers, shelves, doors, medicine cabinets, or vanities.

Note:

1) *Bathroom cabinets are not required and should not be recorded as a deficiency if they have not been previously installed.*

Level of Defect:

Level 1/Pass: Damaged or missing cabinets, drawers, shelves, doors, medicine cabinets or vanities are not functioning as they should for storage or their intended purpose.

Kitchen Cabinets – Missing/Damaged (Kitchen – Cabinets, Countertops, and Appliances – Common Areas)

Defect: Cabinets are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors, primarily used for storage, mounted on walls or floors.

Notes:

1) *Cabinet defects are based on individual components (doors, drawers, or shelves) as a percentage of the same component's total for the entire cabinet system.*
2) *Delaminating is to be recorded as cabinet damage when applicable. Surface chipping or finish deterioration is not a recordable defect.*

Level of Defect:

Level 2/Pass: 10% to 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

Level 3/Pass: More than 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

Countertops – Cabinets, Countertops, and Appliances (Common Areas)

Countertops – Missing/Damaged (Kitchen – Cabinets, Countertops, and Appliances – Common Areas)

Defect: A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Note:

1) *Surface damaged must extend below the surface layer into the substrate.*

Level of Defect:

Level 2/Pass: 1-20% or more of the total countertop working surface is missing, deteriorated, or damaged below the laminate and is not a sanitary surface on which to prepare food.

Level 3/Pass: More than 20% of the total countertop working surface is missing, deteriorated, or damaged below the laminate and is not a sanitary surface on which to prepare food.

Appliances – Cabinets, Countertops, and Appliances (Common Areas)

Note:

1) *Inspectors are not to evaluate small appliances that are tenant supplied.*

Dishwasher/Garbage Disposal - Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Common Areas)

Defect: A dishwasher or garbage disposal, if provided, does not function.

Note:

1) *Do not evaluate a dishwasher that is not intended to be permanently installed.*

Level of Defect:

Level 2/Pass: The dishwasher or garbage disposal does not function.

Range Hood/Exhaust Fans – Excessive Grease/Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Common Areas)

Defect: The apparatus that draws out cooking exhaust does not function.

Level of Defect:

Level 1/Pass: Range hood is missing its designed filter.

Level 2/Pass: An accumulation of dirt, grease or other barrier reduces the free passage of air.

Level 3/Pass: The exhaust fan does not function or is completed blocked.

-OR-

The exhaust fan is missing. There is clear evidence that one existed.

Range/Oven – Missing/Damaged/Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Common Areas)

Defect: The range/oven is missing or damaged or inoperable.

Notes:

1) *If a burner(s) on a gas stove is not functioning and the pilot light(s) can be re-lit and all burners are operable after re-lighting the pilot, evaluate it as a pilot light is out deficiency (not an inoperable burner). If a burner(s) still does not function after re-lighting record a deficiency for the inoperable burner(s).*
2) *When burners have been removed from the stove for cleaning or repair, but can be located during the inspection and reinstalled into the stovetop, the missing burners are not a deficiency. As with a gas stove, after they have been reinstalled they must be turned on and checked to determine if they are functioning.*
3) *When control knobs have been removed from the stove, and can be located during the unit inspection and reinstalled on the stove, it is not a deficiency.*
4) *Hot plates are not acceptable substitutes for stoves or ranges.*
5) *If a gas oven is not functioning and the pilot light(s) can be re-lit and the oven is operable after re-lighting the pilot, evaluate it as a pilot light is out deficiency (not an inoperable oven). If the oven still does not function after re-lighting record a deficiency for the inoperable oven.*
6) *If there are no oven racks, record as oven is not functioning.*

Level of Defect:

Level 1/Pass: The operation of doors or drawers is impeded, but the oven is functioning.

-OR-

On gas ranges, flames are not distributed equally or the pilot light is out on one or more burners.

-OR-

The oven pilot light is out.

Level 3/Pass: A control knob is missing and cannot be located and reinstalled.

-OR-

The range or stove is missing.

-OR-

One or more burners are not functioning.

-OR-

The oven is not functioning.

-OR-

The oven door handle is missing.

Refrigerator – Missing/Damaged/Inoperable (Kitchen – Cabinets, Countertops, and Appliances – Common Areas)

Defect: The refrigerator is missing or does not cool adequately for the safe storage of food. The refrigerator will not maintain a temperature above 32 degrees F and below 40 degrees F or the freezer will not maintain a temperature below 0 degrees F.

Notes:

1) *Only evaluate the refrigerator that is located in the kitchen area and used primarily for the storage of food.*
2) *A dormitory-size refrigerator is not allowed as the primary refrigerator and if present, must be noted as a Level 3/Fail. Preference for any other sized-refrigerator should be noted as tenant choice.*

Level of Defect:

Level 1/ Pass: There is an excessive accumulation of ice.

-OR-

The seals around the doors are deteriorated but the refrigerator still maintains the required temperature.

Level 3/Pass: The freezer does not cool adequately for the safe storage of food and is unable to maintain the required temperature.

-OR-

The seals around the doors have failed reducing the refrigerator's ability to maintain the required temperature.

-OR-

The refrigerator does not cool adequately for the safe storage of food and is unable to maintain the required temperature.

Water Heater – (Cabinets, Countertops, and Appliances – Common Areas)

This section can have the following defects:

- General Rust/Corrosion
- Inoperable Unit/Components
- Leaking Valves/Tanks/Pipes
- Misaligned Chimney/Ventilation System
- Missing Flame Shield / Divider
- Temperature and Pressure Relief Valve/Discharge Line

General Rust/Corrosion (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)

Defect: The equipment or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting, or crevices (may include discolored water).

Level of Defect:

Level 1/Pass: Superficial surface rust.

Level 2/Pass: Formations of metal oxides, flaking, discoloration, or a pit or crevice this does not affect the integrity of the water heater.

Level 3/Fai/Emergency: Formation of metal oxides, flaking, discoloration, or a pit or crevice which affects the integrity of the water heater.

Inoperable Unit/Components (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: Hot water supply is not available, because the water heater or any of its components have malfunctioned.

Level of Defect:
Level 3/Pass: No hot water.

Leaking Valves/Tanks/Pipes (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: Water leaking from any of the water heater's components, including valves, flanges, stems, bodies, domestic hot water tank, or the water heater's piping.

Level of Defect:
Level 3/Pass: Water is leaking.

Misaligned Chimney/Ventilation System (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: The ventilation system on a fuel fired water heater is misaligned, damaged, disconnected, or negatively pitched so that it may result in the improper or dangerous venting of gases.

Level of Defect:
Level 3/Fail/Life Threatening: The chimney or venting system is misaligned, negatively pitched, or damaged which may cause improper or dangerous venting of gases.

Comment: If the inspector believes the deficiency has resulted in a hazardous condition, also record the hazard under "*Health & Safety/ Other Hazards*".

Missing Safety Divider or Shield (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: The safety divider or shield is missing.

Notes:

4) *The water heater's safety divider or shield provides isolation or separation protection around the water heater from the living space.*
5) *The location of the water heater must not present a hazard. Gas or fuel fired water heaters in bedrooms or other living areas must have safety dividers or shields separating the water heater from the living space.*
6) *The gas or fuel fired water heaters must have design features that allow for "combustion make up air". Examples include vents or air ducts providing air into the WH area. Electric water heaters are exempt from this requirement.*

Level of Defect:
Level 3/Fail: Fuel fired water heater in living area is not isolated by a safety divider or shield.

Missing Combustion Chamber Cover or Door (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: The combustion chamber cover or door is missing or not properly installed.

Notes:

4) *All covers must be from the original equipment manufacturer.*
5) *All residential fuel fired WH's manufactured and installed since January 2004 are required to have safety shut off systems to prevent flame spread out side of the water heater combustion chamber.*
6) *If a combustion chamber cover is missing or not secure the water heater will not operate.*

Level of Defect:
Level 3/Fail: The combustion chamber door is missing or not properly installed.

Temperature and Pressure Relief Valve/Discharge Line (Water Heater – Cabinets, Countertops, and Appliances – Common Areas)
Defect: The temperature and pressure relief valve on the unit water heating system is missing, damaged, blocked, or the relief valve discharge piping does not extend to between 6 and 18 inches from the floor, a floor drain, to an indirect waste receptor or to the outdoors.

Note:

1) *If the inspector observes associated problems with the relief valve discharge piping such as the end of the extension is threaded, a shut off valve is installed in the extension or the extension does not have a downward slope, consider it to be damaged and provide a comment as to the nature of the deficiency.*

Level of Defect:
Level 3/Fail: The temperature and pressure relief valve on the unit water heating system is either missing, damaged, blocked, or the relief vale discharge piping does not extend to between 6 inches and 18 inches off the floor or is improperly installed.

Structure (Common Areas)

Ceiling (Structure – Common Areas)
The visible overhead finish lining the inside of a room or area.

This section can have the following defects:

- Bulging/Buckling
- Holes
- Cracks
- Missing Tiles/Panels
- Water Stains/Water Damage
- Peeling/Needs Paint

Bulging/Buckling (Ceiling – Structure – Common Areas)
Defect: The ceiling is bowed, deflected, sagging, unkeyed or is no longer aligned horizontally to the extent that ceiling failure is possible.

Note:

1) *Applies to ceiling surface materials such as drywall and plaster.*

Level of Defect:

Level 3/Pass: Portions of the ceiling are not secured as intended.

Comment: If the inspector believes the ceiling surface deficiency is the result of a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard*". If the inspector believes the ceiling damage poses a hazard to the tenant, they must record a Health & Safety deficiency under "*Health & Safety/Other Hazards*".

Holes (Ceiling – Structure – Common Areas)

Defect: The ceiling surface has punctures that may or may not penetrate completely.

Note:

1) *When multiple holes are observed in the same room, add them together to estimate size. Holes are cumulative per room or area.*

Level of Defect:

Level 1/Pass: Holes that are smaller than or equal to 12 inches by 12 inches dimensionally or cumulative area.

Level 3/Pass: Holes that are larger than 12 inches by 12 inches dimensionally or cumulative area.

Cracks (Ceiling – Structure – Common Areas)

Defect: The ceiling surface has cracks that may or may not penetrate completely.

Level of Defect:

Level 1/Pass: A crack more than 1/8-inch-wide and 11 inches long.

Missing Panels/Tiles (Ceiling – Structure – Common Areas)

Defect: Panels or tiles are missing or damaged.

Note:

1) *When multiple missing ceiling tiles are observed in the same room, add them together to establish defect level. Ceiling tiles are cumulative per room or area.*

Level of Defect:

Level 1/Pass: Missing or damaged ceiling tile not to exceed 12 inches by 12 inches dimensionally.

Level 3/Pass: Missing or damaged ceiling tile exceeds 12 inches by 12 inches dimensionally.

Water Stains/Water Damage (Ceiling – Structure – Common Areas)

Defect: Evidence of water infiltration or other moisture producing conditions.

Notes:

1) *When multiple occurrences of water staining or water damage are observed in the same room, add them together to estimate size. Water stains/damage is cumulative per room or area.*
2) *An active leak is a leak can be seen visually.*

Level of Defect:

Level 1/Pass: In any one room, water stains or damage cover an area of less than 1 square foot but there is no active leak at the time of the inspection.

-OR-

In any one room, water stains or damage cover an area of less than 1 square foot, but there is an active leak at the time of the inspection.

Level 3/Pass: In any one room, water stains or damage cover an area greater than 1 square foot but there is no active leak at the time of the inspection.

-OR-

In any one room, water stains or damage cover an area greater than 1 square foot, but there is an active leak at the time of the inspection.

Peeling/Needs Paint (Ceiling – Structure – Common Areas)

Defect: Paint that is peeling, cracking, flaking, or otherwise deteriorated or a surface that is not painted.

Level of Defect:

Level 1/Pass: In any one room, the affected area is larger than 1 square foot, but less than 4 square feet.

Level 2/Pass: In any one room, the affected area is larger than 4 square feet.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/ Lead Based Paint*".

Doors (Structure – Unit)

Means of access to the interior of a unit, room within the unit, or closet. Doors provide privacy and security, control passage, and provide fire and weather resistance.

Notes:

1) *Applies to the following common area door types:*
   - *Entry Door to building - a building entry door that leads from the exterior of a building into the building interior such as a common lobby, hall, or stairway.*
   - *Fire Rated Doors (i.e. labeled doors)*
   - *Restroom Door*
   - *All Other Interior Doors*
   - *Screen and Security Doors*

This section can have the following defects:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks

- Damaged Surface (Holes/Paint/Rust/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Missing Door

Damaged Frames/Threshold/Lintels/Trim (Doors – Structure – Common Areas)

Defect: A frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked or broken.

Note:

1) *If damage to a door's hardware, (locks, hinges, etc.) is observed, record this under "Damage Hardware/Locks (Doors – Structure – Unit)".*
2) *A door that services a unit patio/deck/porch regardless of floor level is considered an entry door.*

Level of Defect:

Level 2/Pass: An interior door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

Level 3/Pass: An interior door cannot be opened because of damage to the frame, header, jamb, threshold, lintel, or trim.

-OR-

A restroom door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim but privacy is still available.

-OR-

A restroom door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim and privacy *is not* available.

-OR-

A fire rated/labeled door has a gap greater than ¼ inch and the door is not along the way of egress travel.

-OR-

A fire rated/labeled door cannot be opened or closed because of damage to the frame, header, jamb, threshold, lintel, or trim and the door is not along the way of egress travel.

-OR-

An entry door has less than ½ inch gap and the seals are not damaged.

-OR-

An entry door has less than ½ inch gap and the seals are damaged.

-OR-

An entry door has visual evidence of water infiltration.

Level 3/Fail: A fire rated/labeled door cannot be opened or closed because of damage to the frame, header, jamb, threshold, lintel, or trim and the door is along the way of egress travel.

-OR-

A fire rated/labeled door has a gap greater than ¼ inch and the door is along the way of egress travel.

Damaged Hardware/Locks (Doors – Structure – Common Areas)

Defect: The attachments to a door that provide hinging, hanging, opening, self-closing, surface protection, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Notes:

1) *Strike plates for entry door locks are integral component of the lock and when missing are recorded as "Damaged/Missing Hardware".*
2) *If an interior door is designed without locks, do not record it as a defect.*
3) *Holes left in doors from the removal of hardware must be evaluated as door surface damage.*
4) *A stick is an acceptable alternative to an inoperable lock only for a sliding glass door. If the stick is not installed it must be in the vicinity of the door and must be installed/tested by the inspector to ensure the door can be secured.*

Level of Defect:

Level 2 Pass: An interior door cannot function as it should or cannot be locked because of damage to the door's hardware.

Level 3/Pass: An interior door cannot be opened because of damage to the door's hardware.

-OR-

A restroom door does not function as it should because of damage to the door's hardware but privacy *is* still available.

-OR-

A restroom door does not function as it should or cannot be locked because of damage to the door's hardware. Bathroom privacy *is not* available.

-OR-

An entry door does not function as it should or cannot be locked because of damage to the door's hardware.

-OR-

A fire rated/labeled or emergency door cannot function as it should or cannot be locked because of damage to the door's hardware and the door is not along the way of egress travel.

Level 3/Fail: A fire rated/labeled or emergency door cannot function as it should or cannot be locked because of damage to the door's hardware and the door is along the way of egress travel.

Damaged Surface (Holes/Paint/Rust/Glass) (Doors – Structure – Common Areas)

Defect: This includes holes, peeling/cracking/no paint, broken glass and significant rust. Damage to the door surface that may affect either the surface protection, weather tightness, fire resistance, or the strength of the door or may compromise unit security.

Level of Defect:

Level 1/Pass: An interior door has a hole or holes that is between 1 square inch and 8 ½ inches by 11 inches.

-OR-

A door has crack less than 1/8-inch-wide and 11 inches long.

Level 3/Pass: A door has a hole of any size that penetrates into an adjoining room.

-OR-

An entry door has a hole ½ inch in diameter or less, cracked glass, significant peeling/cracking or no protective finish that does not comprise the integrity of the door.

-OR-

An entry door has a hole greater than ½ inch in diameter, cracked glass, significant peeling/cracking, or no protective finish that comprises the integrity of the door.

-OR-

An entry door has a hole of any size that penetrates to the exterior.

-OR-

A bathroom door has rust, broken or missing glass, significant peeling/cracking or no protective finish that does not affect the integrity of the door and therefore privacy *is* available.

-OR-

A bathroom door has rust, broken or missing glass, significant peeling/cracking or no protective finish that affects the integrity of the door and therefore privacy *is not*.

-OR-

An interior door has rust, broken or missing glass, significant peeling/cracking or no protective finish that does not affect the integrity of the door.

-OR-

An interior door has rust, broken or missing glass, significant peeling/cracking or no protective finish that affects the integrity of the door.

-OR-

An interior door has a hole or holes that is greater than 1 square inch and 8 ½ inches by 11 inches.

-OR-

A door has crack greater than 1/8-inch-wide and greater 11 inches long.

A fire rated/labeled door has a hole larger than ¼ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass, or damage that compromises its fire resistance and door is not along the way of egress travel.

-OR-

Level 3/Fail: A fire rated/labeled door has a hole larger than ¼ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass, or damage that compromises its fire resistance and door is along the way of egress travel.

Comment:

1) If the inspector believes a door surface deficiency (such as broken glass) is a hazard, they must record a Health & Safety deficiency under *"Health & Safety/Other Hazards"*.
2) If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6, the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*".

Damaged/Missing Screen/Storm/Security Door (Doors – Structure – Common Areas)

Defect: Damage to surfaces, including screens, glass, frames, hardware, and door surfaces.

Notes:

1) *"Missing" applies only if a screen or security door that should be there is not present.*
2) *A screen door has a screen with or without a locking device.*

3) *A storm door may have a glass panel but is designed to provide protection to the entry door.*
4) *A security door is designed to provide added security through strength and has additional locks and/or other locking mechanisms.*
5) *Screen, storm, and/or security doors are not required and should not be recorded as a deficiency if they have not been previously installed at an exit.*

Level of Defect:
Level 1/Pass: A screen door or storm door is damaged or missing, or does not function as it should, or is missing screens or glass, as shown by an empty frame or frames.

Comment: If the inspector believes a door deficiency (such as broken glass) is a hazard, they must record a Health & Safety deficiency under *"Health & Safety/Other Hazards"*.

Missing Door (Doors – Structure – Common Areas)
Defect: A door is missing.

Notes:
7) *Fire rated doors should have labels on the door and jam indicating it as such. Therefore, if a fire door is missing, the jam should be labeled accordingly to indicate a fire door was there. This allows the inspector to determine if a fire door is missing based on the jam's label.*

Level of Defect:
Level 2/Pass: An interior door is missing.
Level 3/Pass: A restroom door is missing, but privacy *is* available.
-OR-
A restroom door is missing, and privacy *is not* available.
-OR-
An entry door is missing.
Level 3/Fail: A fire rated/labeled door is missing.

Floors (Structure – Common Areas)
The visible horizontal surface system within a room or area underfoot; the horizontal division between two stories of a structure.

This section can have the following defects:
- Bulging/Buckling
- Carpet Missing/Damaged
- Hard Floor Covering Missing/Damaged
- Peeling/Needs Paint
- Rot/Deteriorated Subfloor
- Water Stains/Water Damage

Bulging/Buckling (Floors – Structure – Common Areas)
Defect: The floor surface or underlayment is bowed, deflected, sagging, or is no longer aligned horizontally to the extent that flooring failure is possible.

Notes:

3) *Applies to floor surface materials such as underlayment, floor boards, plywood, or Orientated Strand Board.*
4) *Rotted subfloor (often a result of persistent water damage) is evaluated under "Rot/Deteriorated Subfloor (Floors – Common Areas)".*
3) *If an inspector, based on their professional judgement, determines that the floor bulging or buckling is outside the maximum standard outlined in the defect level below, this is considered a Level 3/Fail. If the POA challenges the inspector's decision, the POA may seek the evaluation of a licensed professional (i.e. licensed contractor, architect, engineer, or local building code official). Once the evaluation is complete, the POA should submit the report to the PHA for review.*

Level of Defect:

Level 3/Pass: A floor is bulging, buckling, sagging, or deflection less than or equal to 2-inches.
Level 3/Fail: A floor is bulging, buckling, sagging, or deflection greater than 2-inches.

Comment: If the inspector believes the flooring surface deficiency is the result of a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard*".

Carpet Missing/Damaged (Floors – Structure – Common Areas)

Defect: Damaged and/or missing carpet.

Level of Defect:

Level 2/Pass: 10% to 50% of any room's floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams.
Level 3/Pass: More than 50% of any room's floor covering has stains, burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material.

Comment: If this deficiency results in a hazardous condition the inspector must also evaluate it under "*Health & Safety/Other Hazards*".

Hard Floor Covering Missing/Damaged - (Floors – Structure – Common Areas)

Defect: Hard flooring, terrazzo, hardwood, ceramic tile, sheet vinyl, vinyl tiles, or other similar flooring material, is missing section(s) or damaged.

Note:

2) *Applies to all flooring materials except carpet.*

Level of Defect:

Level 2/Pass: 10% to 50% of any room's floor surface is affected.
Level 3/Pass: More than 50% of any room's floor surface is affected.

Comment: If this defect results in a hazardous condition the inspector must also evaluate it under "*Health & Safety/Hazards*".

Peeling/Needs Paint (Floors – Structure – Common Areas)

Defect: For floors that are painted, paint that is peeling, cracking, flaking, or otherwise deteriorated.

Level of Defect:
Level 2/Pass: 10% to 50% of any room's floor surface is affected.
Level 3/Pass: More than 50% of any room's floor surface is affected.

Comment: When peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*".

Rot/Deteriorated Subfloor (Floors – Structure – Common Areas)
Defect: The subfloor has decayed or is decaying.

Notes:

4) *If subfloor damage extends to structural members assess damage under "Health & Safety/Structural Hazard".*
5) *This type of defect typically occurs in kitchens and bathrooms.*
6) *Reminder: Do not remove materials from floor. Limited to visual inspection except to touch or stand on section of floor to validate sponginess.*

Level of Defect:
Level 2/Fail: Small areas of rot or spongy flooring that are more than 1 square foot, but less than 4 square feet.
Level 3/Fail: Large areas of rot or spongy flooring that are more than 4 square feet.

Water Stains/Water Damage (Floors – Structure – Common Areas)
Defect: Water stains or water damage, evidence of water infiltration or other moisture producing conditions.

Note:

2) *An active leak is a leak that can be seen visually.*

Level of Defect:
Level 1/Pass: In any one room, water stains or damage cover an area less than 1 square foot and there is no active leak at the time of the inspection.
Level 1/Fail: In any one room, water stains or damage cover an area less than 1 square foot and there is an active leak at the time of the inspection.
Level 3/Pass: In any one room, water stains or damage cover an area greater than 1 square foot and there is no active leak at the time of the inspection.
Level 3/Fail: In any one room, water stains or damage cover an area greater than 1 square foot and there is an active leak at the time of the inspection.

Stairs/Patio/Porch/Balcony (Stairs – Structure – Common Areas)
Stairs are a series of steps and risers, which may be joined by landings and may connect levels of a unit. Includes supports, frame, stringers, risers, treads, handrails, and guardrails.

This section can have the following defects:

- Handrails Broken/Missing
- Guardrails Broken/Missing

- Stairs or Steps Broken/Damaged/Missing

Note:

1) *Evaluate a patio, porch, balcony, or deck intended for the sole use of the unit in this section. If the patio, porch, balcony, or deck services multiple units, evaluate under Common Areas.*

Broken/Missing Handrails (Stairs – Common Areas)

Defect: The handrail is not securely mounted, damaged, or missing.

Level of Defect:

Level 3/Fail: The handrail for 4 or more stair risers is either missing, damaged, not securely mounted or otherwise unusable.

Broken/Missing Guardrails (Stairs/Patio/Porch/Balcony – Structure – Common Areas)

Defect: A guardrail at the height of 30 inches or more above adjacent floor or grade is not securely mounted, damaged, or missing.

Level of Defect:

Level 3/Fail: A guardrail or any of its components protecting an area 30 inches or more measured vertically from adjacent floor or grade is missing, damaged, not securely mounted, or otherwise unusable.

Broken/Damaged/Missing Steps or Other Components (Stairs/Patio/Porch/Balcony – Structure – Common Areas)

Defect: The horizontal tread or stair component is damaged or missing.

Level of Defect:

Level 3/Fail: The stair tread or other component of the stairs is damaged or missing.

Walls (Structure – Common Areas)

The visible interior wall finishes lining the inside of a unit and its rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, and plaster and gypsum. Surface finish materials include paint and wall coverings.

This section can have the following defects:

- Bulging/Buckling
- Damaged
- Damaged/Deteriorated Trim
- Water Stains/Water Damage
- Peeling/Needs Paint

Bulging/Buckling (Walls – Structure – Common Areas)

Defect: A wall is bowed, deflected, sagged, unkeyed, or is no longer vertically aligned to the extent that wall failure is possible.

Notes:

1) *Applies to walls surface materials such as gypsum and plaster.*

Level of Defect:
Level 3/Pass: Portions of the wall finishes are not secured as intended.

Comment: If the inspector believes that the wall surface deficiency is the result of a structural failure they must record a Health & Safety deficiency under "*Health & Safety/Structural Hazard.*" If the inspector believes the wall damage poses a hazard to the tenant, they must record a Health & Safety deficiency under "*Health & Safety/Other Hazards*".

Damaged (Walls – Structure – Unit)
Defect: Cracks and/or punctures in the wall surface that may or may not penetrate completely. Wall panels or tiles may be missing or damaged.

Notes:

1) *This does not include small holes created by hanging pictures, etc.*
2) *Control joints/construction joints should not be recorded as a deficiency.*
3) *Cracks that have been repaired or sealed properly are no longer a deficiency.*
4) *When multiple holes are observed in the same room, add them together to estimate size. Holes are cumulative per room or area.*

Level of Defect:
Level 1/Pass: Wall damage between 1 square inch and 8 ½ inches by 11 inches.
-OR-
A crack greater than 1/8-inch-wide and at least 11 inches long.
Level 2/Pass: Wall damage that is larger than 8 ½ inches by 11 inches.
Level 3/Pass: A hole of any size that penetrates an adjoining room.

Water Stains/Water Damage (Walls – Structure – Unit)
Defect: Evidence of water infiltration or other moisture producing conditions.

Note:

1) *An active leak is a leak that can be seen visually.*

Level of Defect:
Level 1/Pass: In any one room, water stains or damage cover an area of less than 1 square foot but there is no active leak at the time of the inspection.
-OR-
In any one room, water stains or damage cover an area of less than 1 square foot, but there is an active leak at the time of the inspection.
Level 3/Pass: In any one room, water stains or damage cover an area greater than 1 square foot but there is no active leak at the time of the inspection.
-OR-
In any one room, water stains or damage cover an area greater than 1 square foot, but there is an active leak at the time of the inspection.

Peeling/Needs Paint (Walls – Structure – Unit)
Defect: Paint is peeling, cracking, flaking or otherwise deteriorated or a surface is not painted.

Level of Defect:
Level 1/Pass: In a room, the affected area is more than 1 square foot but less than 4 square feet.
Level 2/Pass: In a room, the affected area is more than 4 square feet.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under *"Health & Safety/Lead Based Paint".*

Windows (Structure – Common Areas)
Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials generally include wood, aluminum and vinyl.

This section can have the following defects:

- Cracked/Broken/Missing Panes
- Damages/Missing Screens
- Damaged Sills/Frames/Lintels/Trim
- Inoperable/Not Lockable
- Missing/Deteriorated Caulking/Seals
- Peeling/Needs Paint

Cracked/Broken/Missing Panes (Windows – Structure – Common Areas)
Defect: A glass pane is cracked, broken or missing from the window sash.

Note:
1) *A crack refers to a hairline crack that does not pose a cutting hazard and the window is still intact. A broken window pane can present a cutting hazard and the window may no longer be intact.*

Level of Defect:
Level 1/Pass: A cracked window pane that does not pose a cutting hazard.
Level 3/Fail: A window pane is broken or missing from the window sash.

Comment: If the inspector believes the condition has resulted in a hazardous condition, record the hazard manually under "*Health & Safety/Other Hazards*".

Damaged Sills/Frames/Lintels/Trim (Windows – Structure – Common Areas)
Defect: The sill, frames, sash lintels or trim are damaged by decay, rust, rot, corrosion, or other deterioration.

Note:
1) *Damage does not include scratches and cosmetic defects.*

Level of Defect:
Level 1/Pass: Damage to sills, frames, sash, lintels or trim, but all components are present.
-OR-
Damage to sills, frames, sash, lintels or trim, but a component is missing.

Level 2/Pass: Damage to sills, frames, sash, lintels or trim resulting in the window no longer begin weather tight.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*."

Inoperable/Not Lockable (Windows – Structure – Common Areas)

Defect: A window cannot be opened or closed because of damage to the frame, faulty hardware or another cause.

Notes:

1) *If a window is not designed to lock, do not record this as a defect.*
2) *Windows that are accessible from the outside, must be lockable; for example: a ground level window or by means of an exterior stairway*
3) *Generally, a non-functioning window is a window that will not fully open, will not stay open by itself or not fully close. A boarded-up window in a living area is considered non-functioning.*
4) *A properly fitted stick or other aftermarket locking mechanism (in the immediate vicinity of the window) is considered an acceptable lock.*

Level of Defect:

Level 1/Pass: A window is not functioning but can be secured.

Level 2/Pass: A window cannot be secured but it *is not* accessible from the outside.

Level 3/Pass: A window is not functioning and cannot be secured.

-OR-

A window that is accessible from the outside cannot be secured.

-OR-

A window cannot be fully closed or is otherwise no longer weather tight.

Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Structure – Common Areas)

Defect: The caulk, seals or glazing compound that resists weather is missing or deteriorated.

Note:

1) *This includes thermopane and insulated windows that have failed.*

Level of Defect:

Level 1/Pass: Two or more seals for a window have lost their elasticity (they crumble and flake when touched) but the window *is* weather resistant and there is no damage to the surrounding structure.

-OR-

There is evidence of condensation or its associated discoloration between the layers of a thermal pane/insulated glass window.

Level 3/Pass: One or more seals for a window have lost their elasticity (they crumble and flake when touched) and the window is *not* weather resistant.

Peeling/Needs Paint (Windows – Structure – Common Areas)

Defect: Paint covering the window assembly or trim is cracking, flaking or otherwise failing.

Level of Defect:
Level 1/Pass: Peeling paint or a window that needs paint.

Comment: If peeling or deteriorated paint is observed and the unit was constructed prior to 1978 and there is a child under the age of 6 the inspector must record a Health & Safety deficiency under "*Health & Safety/Lead Based Paint*".

Pedestrian/Wheelchair Ramp (Structure – Common Areas)
A ramp or walkway, level or sloped, typically of sufficient width for wheelchair use with handrail/guardrails on both sides.

Defect: The ramp has damage or deterioration to its handrail/guardrails or travel surface that limits its intended use.

Note:
1) *This is not meant to be a Fair Housing or Americans with Disabilities Act approved determination, and therefore, may not be compliant to those standards.*

Level of Defect:
Level 2/Pass: A walkway or ramp shows signs of deterioration, but it can be used.
Level 3/Fail: A walkway or ramp shows signs of deterioration, but it cannot be used.
-OR-
The guardrail, at the height of 30 inches or more about adjacent floor/grade, is loose, damaged, or missing.

Chutes Damaged/Missing Components (Structure – Common Areas)
Defect: The structure that directs garbage into the appropriate storage container is missing or damaged. This includes the chute, chute door, and other components.

Note:
1) *Do not evaluate the door that leads to the trash room in this category.*

Level of Defect:
Level 2/Fail: Garbage is backing up in the chute.

Level 3/Fail: Chute door does not function as it should. The door will not self-close or latch.
-OR-
The chute itself is damaged.

Electrical System (Common Areas)

Lighting (Electrical System – Common Areas)
Permanently installed and switched light fixtures that provide illumination for rooms, closets, hallways, stairs, etc.

Note:

1) *A light that is part of an installed appliance such as the light in the kitchen range hood fan assembly, microwave, or lights integral to a garage door opener are not evaluated under "Lighting - (Common Area)".*

This section can have the following defects:

- Missing/Inoperable Light Fixture
- Loose/Hanging Light Fixture
- Missing/Damaged Light Fixture Globe
- Broken or Missing Light Bulb

Lighting – Missing/Inoperable (Lighting – Electrical System – Common Areas)

Defect: A lighting fixture is missing or does not function as it should. The malfunction may be in the total system or components, excluding light bulbs.

Notes:

1) *System to provide illumination to a room or area. Includes fixtures, and supporting accessories.*
2) *If inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard they should record an electrical hazard under "Electrical Hazards (Health and Safety)".*
3) *The inspector should give the POA an opportunity to replace a burned out light bulb. This inspectable item is intended to capture a fault more serious than a light bulb.*

Level of Defect:

Level 2/Pass: A permanent lighting fixture is missing or not functioning but there is another permanent, functioning, switched light source in the room.

- OR-

A permanent lighting fixture is missing or not functioning, there is no other permanent, functioning, switched light source in the room.

Level 3/Fail: There is insufficient illumination in any floor or area.

Lighting – Loose/Hanging Light Fixture (Lighting – Electrical System – Common Areas)

Defect: A light fixture is not securely mounted to the ceiling/wall and electrical connections/wires are exposed or the fixture is hanging by its wires.

Level of Defect:

Level 3/Fail: A light fixture is readily accessible, is not securely mounted to the ceiling or wall, and electrical connections are not exposed.

- OR-

A light fixture is not readily accessible, is not securely mounted to the ceiling or wall, and electrical connections are not exposed.

- OR-

A light fixture that is not readily accessible, is not securely mounted to the ceiling or wall, and electrical connections or wires are exposed.

Level 3/Fail/Life Threatening: A light fixture is readily accessible, is not securely mounted to the ceiling or wall, and electrical connections or wires are exposed.

- OR-

A light fixture is hanging by its wires.

Lighting – Fixture Globe Missing/Damaged (Lighting – Electrical System – Common Areas)
Defect: Light fixture globe is missing or damaged but the fixture still functions.

Note:
1) *A component of the light fixture that serves as a protective cover.*

Level of Defect:
Level 1/Pass: Light fixture has a missing or damaged cosmetic cover.
Level 3/Fail: Light fixture has a missing or damaged protective cover.

Comment: If the inspector believes a missing globe has resulted in a hazardous condition, record the hazard manually under "*Health & Safety/Electrical Hazards*".

Lighting – Light Bulb Missing/Broken (Lighting – Electrical System – Common Areas)
Defect: Light bulb is missing from or broken off in the light socket.

Note:
1) *Light bulbs associated with a permanent, switched, light fixture.*

Level of Defect:
Level 3/Fail: A light bulb is broken off in the light socket.
Level 3/Fail/Life Threatening: Light fixture has a missing or broken bulb, and the open socket is readily accessible to the tenant during the day to day use of the unit.

Receptacles (Outlets)/Switches (Electrical System – Common Areas)
The receptacles (outlets) connected to a power supply or method to control the flow of electricity. It includes 2- and 3- prong receptacles (outlets), ground fault circuit interrupters, 2- and 3- pole switches and dimmer switches.

This section can have the following defects:
- Missing Switch/ Receptacle
- Inoperable Switch/ Receptacle
  - Not properly wired
  - Broken with exposed connections
  - Unprotected receptacle (outlet) bathroom/kitchen/laundry/exterior
- GFCI Inoperable
- AFCI Inoperable
- Missing/Broken Cover Plates

Missing (Receptacles (Outlets)/Switches – Electrical System – Common Areas)
Defect: Receptacles (outlets), switches or both are missing.

Note:
1) *This does not apply to empty junction boxes that were not intended to contain a receptacles (outlets) or switches.*

Level of Defect:
Level 3/Fail: A switch or receptacle (outlet) is missing and electrical connections or wires are not exposed.
Level 3/Fail/Life Threatening: A switch or receptacle (outlet) is missing and electrical connections or wires are exposed.

Broken (Receptacles (Outlets)/Switches – Electrical System – Common Areas)
Defect: A receptacle (outlet) or switch is broken resulting in exposed electrical connections.

Level of Defect:
Level 3/Fail/Life Threatening: A receptacle (outlet) or switch is broken and electrical connections or wires are exposed.

Receptacles (Outlets) Inoperable (Receptacles (Outlets)/Switches – Electrical System – Common Areas)
Defect: When tested, a receptacle (outlet) appears not to be energized with no indication of current at the outlet.

Notes:
1) *Inspector should check for the presence of switched outlets.*
2) *If inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard they should record an electrical hazard under "Electrical Hazards (Health and Safety)".*
3) *Inoperable light switches should be recorded under "Lighting - Missing/Inoperable" or for switched receptacles under this category.*
4) *When a receptacle (outlet) has been painted over, broken off prongs are observed stuck in the receptacle or unusable for any reason, record here as inoperable and provide a comment.*

Level of Defect:
Level 3/Fail: Testing indicates a receptacle (outlet) is not energized with no indication of current at the outlet.

Receptacles (Outlets) not Properly Wired (Receptacles (Outlets) /Switches – Electrical System – Common Areas)
Defect: When a receptacle (outlet) is tested with a typical Circuit Tester, the tester indicates Open Neutral, Open Hot, Hot/Ground Reversed, Hot/Neutral Reversed or Open Ground.

Note:
1) *When 2-prong receptacles (outlets) have been replaced with GFCI receptacles the Circuit Tester will display an Open Ground. These GFCI receptacles should be tested using the "Test" button on the GFCI device. If the GFCI trips when button is pressed it is not a fail item.*

Level of Defect:
Level 3/Fail: Testing indicates that receptacle (outlet) is not wired properly.

Missing/Broken Cover Plates (Receptacles/Switches – Electrical System – Common Areas)
Defect: The flush plate used to cover the opening around a switch or receptacle (outlet) is damaged or missing.

Level of Defect:

Level 1/ Pass: A receptacle (outlet) or switch has a missing or damaged cover plate and electrical connections or wires are not exposed.

Level 3/ Fail/Life Threatening: A receptacle (outlet) or switch has a missing or damaged cover plate and electrical connections or wires are exposed.

Unprotected Receptacles (Outlets) (Receptacles (Outlets)/Switches – Electrical System – Common Areas)

Defect: A convenience/appliance receptacle located within 6 feet of a kitchen, bathroom, or laundry sink, or a receptacle on the exterior of the unit is not GFCI protected.

Notes:

1) *GFCI-protected receptacles(outlets) (either by branch circuit breakers or GFCI-protected outlets) shall be installed in the following convenience appliance receptacles (outlets) locations:*
   - *Bathrooms, within 6 feet of sinks, tubs, showers*
   - *Kitchens, above the counter top and not within cabinets, within 6 feet of the sink*
   - *Laundry rooms within 6 feet of laundry sinks*
   - *Exterior, Garage, and Unfinished Basement*
2) *Convenience appliance receptacles (outlets) are defined as receptacles (outlets) where small/convenience appliances are repeatedly plugged in and unplugged*
3) *The 6 feet is measured from the edge of the sink to the center of each set of the receptacle's contact openings.*
4) *Receptacles (outlets) designated for major appliances such as refrigerator, washing machines, dishwasher/disposal, microwave, etc., regardless of distance from sink are not evaluated under this section.*

Level of Defect:

Level 3/Fail: Receptacles (outlets) within 6 feet of a kitchen sink, bathroom sink, laundry sink or on the exterior of the unit are not GFCI protected.

GFCI Inoperable (Receptacles (Outlet) /Switches – Electrical System – Common Areas)

Defect: The GFCI receptacle (outlet) does not function.

Notes:

1) *To determine whether the GFCI is functioning, the self-test button in the GFCI device must be pressed*
2) *When 2-prong receptacle (outlet) have been replaced with GFCI receptacle (outlet), a GFCI tester will display open ground and should only be tested using the test button on the device (i.e. if device trips when button is pressed it is not a fail item).*
3) *GFCI circuit breakers are evaluated under "GFCI Missing/Inoperable (Electrical System – Unit)".*

Level of Defect:

Level 3/Fail: The GFCI device does not function when tested.

AFCI Missing/Inoperable (Receptacles (Outlets)/Switches – Electrical System – Common Areas)
Defect: The AFCI does not function when tested.

Notes:

1) *To determine whether AFCI is functioning, the self-test button on the AFCI device must be pressed.*
2) *Record an inoperable Arc-Fault Circuit Breaker under "AFCI Missing/Inoperable (Electrical System – Unit)".*

Level of Defect:
Level 3/Fail: The AFCI does not function when tested.

Electrical System (Electrical System – Electrical System – Common Areas)
Portion of the common spaces that safely provides electrical power to specific areas; includes equipment that provides control, protection, metering, and service

Notes:

1) *Receptacles (outlets) and switches are evaluated under "Receptacles (Outlets)/Switches (Electrical System – Common Areas)" and light fixtures under "Lighting – Missing/Inoperable (Electrical System – Common Areas)".*
2) *Electrical panels (breaker/fuse boxes) that are secured at the time of inspection (except for disconnects and timer boxes) must be made accessible to the inspector for inspection. Any electrical panel (breaker/fuse box) that is not made accessible will be recorded as "Blocked Access to Electrical Panel" in the appropriate Inspectable area.*
3) *Timer and disconnects (all electrical boxes other than breaker/fuse) whose door/protective cover is not secured must be inspected, provided that doing so will not interrupt electrical service. Secured means that it requires the use of a tool. Tools can be items such as keys for locks, cutters, screwdrivers, or other similar instruments.*

This section can have the following Defect:

- Blocked Access to Electric Panel
- Burnt Breakers
- Evidence of Leaks Corrosion
- Frayed Wiring
- GFCI /Arc Fault Breaker Inoperable
- Missing Breakers/Fuses
- Missing Covers

Blocked Access to Electrical Panel (Electrical System – Electrical System – Common Areas)
Defect: A fixed obstruction or item of sufficient size and weight can delay or prevent access to any panel board switch in an emergency.

Note:

1) *"Sufficient size and weight" is determined as the inability for the POA to move the object at the time of the inspection. If an item is easy to remove, like a picture frame, do not note this as a deficiency.*
2) *Electrical panel covers that are mechanically fastened (screwed shut) or painted shut should be noted as a deficiency.*

Level of Defect:
Level 3/Pass: An item of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

Burnt Breakers (Electrical System – Electrical System – Common Areas)
Defect: Breakers have carbon on the plastic body, or the plastic body is melted or scarred.

Level of Defect:
Level 3/Fail: Carbon residue, melted breakers, or arcing scars.

Evidence of Leaks/Corrosion (Electrical System – Electrical System – Common Areas)
Defect: Corrosion or other evidence of water leaks in electrical enclosures or hardware.

Note:
1) *Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.*

Level of Defect:
Level 3/Fail: Any corrosion that affects the condition of the components that carries electrical current.
-OR-
Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical System – Electrical System – Common Areas)
Defect: Nicks, abrasions, or fraying of the insulation that expose wires that conduct current.

Notes:
1) *Do not consider this a deficiency for wires that are not intended to be insulated, such as grounding wires.*
2) *Do not consider low voltage wiring such as telephone and cable TV.*

Level of Defect:
Level 3/Fail/Life Threatening: Any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

GFCI Missing/Inoperable (Electrical System – Electrical System – Common Areas)
Defect: The GFCI does not function.

Notes:
1) *To determine whether the GFCI is functioning, the self-test button on the GFCI device must be pressed.*
2) *Applies to circuit breakers only. Evaluate wall mounted GFCI receptacles (outlets) under "Receptacles (Outlets)/Switches (Electrical System – Unit)".*

Level of Defect:
Level 3/Fail: The GFCI device does not function when tested.

AFCI Missing/Inoperable (Electrical System – Electrical System – Common Areas)
Defect: The AFCI does not function.

Note:
1) *To determine whether the AFCI is functioning, the self-test button must be pressed.*

Level of Defect:
Level 3/Fail: The AFCI does not function when tested.

Breakers/Fuses (Electrical System – Electrical System – Common Areas)
Defect: An open circuit breaker position that is not appropriately blanked-off in a panel board, main panel board or other electrical box that contains circuit breakers or fuses.

Level of Defect:
Level 3/Fail/Life Threatening: An open breaker or fuse port.

Missing Covers (Electrical System – Electrical System – Common Areas)
Defect: The cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., with exposed electrical connections.

Notes:
1) *Does not apply to switch and receptacle (outlet) cover plates. (This is covered under "Missing/Broken Cover Plates (Receptacles/Switches – Electrical System – Unit)".*
2) *Do not consider low voltage wiring.*

Level of Defect:
Level 3/Fail/Life Threatening: A cover is missing, and there are exposed electrical connections.

Life Safety Equipment (Common Areas)

Smoke Detector – Missing/Inoperable (Life Safety Equipment – Common Areas)
Defect: A smoke detector is missing or does not function as it should.

Notes:
1) *There must be at least 1 smoke detector on each living level.*
2) *If a smoke detector is present, it must function as designed.*
3) *"Missing" means that evidence suggests that personnel have removed a smoke detector that should be there. A "paint ring" alone, in the shape of a smoke detector, should not be considered a missing detector.*
4) *When multiple smoke detectors are interconnected (wired together so that one triggers all others), each smoke detector must be tested for correct function.*
5) *Smoke detectors that are part of a building-wide fire alarm system (found either in the unit or in common areas frequented by Unit tenants) require special consideration. Inspectors should verify if the smoke detector only alerts local entities (on-site) prior to testing. If the smoke detector system is a monitored system that alerts an outside agency, and recent documentation (within the previous 12 months) has been provided indicating the system has been tested and functions properly, the inspector will ensure that all visible components*

appear to be in place, but not activate the system. If satisfactory test documentation cannot be provided, and the system cannot be tested, the system must be considered inoperable.

6) *HUD's intent with UPCS-V is not to preempt a stricter state or local standard. Therefore, at a minimum, smoke detectors should be installed in accordance with NFPA 74. PHAs should also include any additional information on local and/or State Fire Marshall's requirements in their Administrative Plans.*

Level of Defect:

Level 3/Fail: A smoke detector is missing or does not function as it should.

HVAC System (Common Areas)

Restroom Ventilation/Exhaust System – Inoperable (HVAC System – Restroom – Common Areas)

Defect: The apparatus used to exhaust air has failed.

Notes:

1) *The restroom must have some form of ventilation, either an operable fan, vent shaft, or a functioning window.*
2) *If a POA has disconnected a fan, consider it functional if it can be immediately reconnected for the inspection.*
3) *In multi-unit buildings, unit bathroom ventilation may be provided utilizing vent shafts and a centrally located fan.*
4) *Gravity or free flow vents which do not have a mechanical fan to push or pull air are common in warmer climates.*
5) *A bathroom window must open to the exterior or into an air shaft that exits to the exterior.*

Level of Defect:

Level 1/Pass: An exhaust fan is missing its cover but the fan still functions.

Level 2/Fail: An exhaust fan is not functioning or missing and there is no bathroom window.

-OR-

A bathroom window cannot be opened or will not stay open and there is no exhaust fan.

Level 3/Fail: Both the exhaust fan and bathroom window are missing or not functioning.

Dryer Vent Missing/Damaged/Inoperable – (HVAC System – Laundry Area/Room – Common Areas)

Defect: Inadequate means is available to vent accumulated heat/lint to the outside. The dryer vent is missing, damaged, inoperable (blocked), or vent cap is missing.

Notes:

1) *A dryer specifically designed for unvented operation and installed per manufacturer's instructions is not a deficiency.*
2) *When all components of a through the wall dryer vent are missing record the deficiency as a hole in the exterior wall.*

Level of Defect:

Level 3/Pass: Exterior dryer vent cover or cap is missing.

Level 3/Fail: Electric dryer vent is missing, damaged, or is visually determined to be inoperable (blocked).

Level 3/Fail/Life Threatening: Gas dryer vent is missing, damaged or is visually determined to be inoperable (blocked). Dryer exhaust is not vented to the outside.

HVAC System (HVAC System – Common Areas)

System to provide heating, cooling and ventilation to the unit. This includes building heating or cooling system components that service the unit, such as boilers, chillers, circulating pumps, distribution lines, fuel supply, etc. Does not include redundant or non-permanent equipment. The PHA is responsible for defining what constitutes adequate heat (or cooling/ventilation) appropriate to the climate. PHAs should reference state or local housing codes or health codes to determine appropriate temperatures and to identify when heating and cooling seasons start and end.

This section can have the following defects:

- Boiler/Pump/Cooling System Leaking
- Convection/Radiant Heat System Covers Missing/Damaged
- Fuel Supply Leaking
- General Rust/Corrosion
- Inoperable
- Misaligned Chimney/Ventilation System
- Noisy/Vibrating/Leaking Inoperable

Boiler System Leaking (HVAC System – HVAC System – Common Areas)

Defect: Water or steam is escaping from the boiler or related boiler system components.

Notes:

1) *This does not include fuel supply leaks. See "Fuel Supply Leaks (HVAC – Common Areas)".*
2) *Do not include water or steam escaping from pressure relief valves.*
3) *Condensation on piping is not to be confused with leaking.*

Level of Defect:

Level 1/Pass: Water or steam is not properly leaking from the boiler or pump system but the system still functions.

Level 3/Fail: Water or steam is leaking from the boiler or pump system. System is unable to maintain living space minimum temperature or leak is severe enough to cause pressure relief valve to open or boiler to shut down.

Convection/Radiant Heat System Covers Missing/Damaged (HVAC System – HVAC System – Common Areas)

Defect: A cover on the convection/radiant heat system is missing or damaged, which could cause a burn or related injury.

Level of Defect:

Level 3/Fail: A cover is missing or damaged, allowing contact with heating or surface elements or associated fans.

Comment: If the inspector believes a missing cover has resulted in a hazardous condition, record the hazard manually under "*Health & Safety/ Other Hazards*".

Fuel Supply Leaking (HVAC System – HVAC System – Common Areas)

Defect: A storage vessel, fluid line, valve, or connection that supplies fuel to an HVAC unit is leaking; evidenced by drips, a puddle, or the strong smell of fuel in the area.

Note:

2) *Applies primarily to liquid fuel powered equipment. Leaking natural gas or propane is a life threatening condition and should be recorded under "Health & Safety/Air Quality/ Gas Odor Detected".*

Level of Defect:

Level 3/Fail/Life Threatening: A fuel storage vessel, fluid line, valve, or connection that supplies fuel to a HVAC unit is leaking.

Comment: If the leak has produced an accumulation of flammable material that could present a hazard, also evaluate the condition under *"Health & Safety/Flammable/Combustible Materials"*.

Inoperable (HVAC System – HVAC System – Common Areas)

Defect: The heating, cooling, or ventilation system does not function.

Notes:

1) *Many tenantable properties contain a HVAC system powered by a boiler. Depending on the size and type of boiler, the local authority may require inspection of boilers. If the boiler providing heat to the voucher unit meets the jurisdictional requirements for inspection, the inspector can verify the inspection certificate is current in lieu of a visual inspection. The inspector would not record a defect for the item, provided that during the inspection the inspector observes sufficient heat in the unit.*
2) *Inspectors are required to inspect either the heat or the air conditioning system, but not both. Inspect whichever is in season at the time of the inspection and verify that the system is functioning as intended.*
3) *An inoperable system is considered an Emergency item when it fails to meet established criteria (by PHA) for emergency heating or cooling with consideration for ambient temperature range and ventilation.*
4) *To properly test for the operability of an HVAC, the inspector should place the temperature measuring device in the following locations:*
    - *3 feet above floor near the center of the room being tested, and*
    - *2 feet inward from center of each exterior wall.*
5) *Vented fuel-burning space heaters may be present in units located in milder climates. If a vented space heater is present, they must be connected to an approved chimney or vent and have a supply of air for combustion (meaning an open window or other means of air supply.) Non-vented space heaters are not allowed and must be recorded as a Level 3/Fail/Emergency.*

Level of Defect:

Level 3/Fail: The HVAC system does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

Level 3/ Fail/Emergency: The HVAC system does not function and fails to meet established criteria (by PHA) for emergency heating or cooling with consideration for ambient temperature range and ventilation.

-OR-

The HVAC system does function, but fails to meet established criteria for emergency heating or cooling with consideration for ambient temperature range and ventilation.

-OR-

The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. As a result, the system *does not* provide enough heating or cooling to maintain an ambient temperature range defined by the PHA in the major living areas.

Fuel Fired Space Heater (HVAC System – HVAC System – Common Areas)

Defect: A fuel fired space heater is not properly installed or maintained, allowing contact with heating surface.

Note:

1) *Space heaters will have safety bars, safety grill, and glass safety shield or view glass separating combustion chamber from room environment.*

Level of Defect:

L3/Fail/Life Threatening: The vented space heater is not properly vented or lacks available combustion air.

-OR-

A non-vented space heater is present.

-OR-

Safety devices are missing or damaged.

Comment: If this defect results in a hazardous condition the inspector must also evaluate it under "*Health & Safety/Air Quality*".

No Access (HVAC System – HVAC System – Common Areas)

Defect: The HVAC system cannot be visually inspected or the required inspection certification is missing or expired.

Level of Defect:

Level 3/Fail/Emergency: The required inspection certification servicing the voucher unit is missing or expired and the inspector cannot visually inspect the equipment servicing the voucher unit.

Misaligned Chimney/Ventilation System (HVAC System – HVAC System – Common Areas)

Defect: The chimney or venting system on a fuel fired unit is misaligned, negatively pitched, or exhibits any condition that allows the improper venting of dangerous gasses.

Level of Defect:

Level 3/Fail: The flame shield or required safety divider is missing.

Level 3/Fail/Life Threatening: The chimney or venting system is misaligned, negatively pitched, or damaged which may cause improper venting of gases.

Noisy/Vibrating/Leaking (HVAC System – HVAC System – Common Areas)

Defect: The HVAC distribution components, including fans, are the source of unusual vibrations, leaks, or abnormal noise. Examples may include, but are not limited to, screeching, squealing, banging, shaking, etc.

Level of Defect:

Level 1/Pass: The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. The system still provides enough heating or cooling to maintain an ambient temperature range defined by the PHA in the major living areas.

Other Items (Common Areas)

Graffiti (Other Items – Common Areas)

Defect: Inscriptions or drawings scratched, painted, or sprayed on an interior building surface at 1 location. An interior surface includes but is not limited to walls, doors, ceiling, and floors. A location is defined as 1 general area in a building such as 1 hallway in a 10 story building or 1 floor of a stairwell in a 5 story building.

Note:

1) *There is a difference between art forms and graffiti. If there by design in accordance with proper authorization, do not consider full wall murals and other art forms as graffiti.*

Level of Defect:

Level 1/Pass: Graffiti on an interior surface at 1 location in the same building.
Level 2/Pass: Graffiti at 2 to 5 locations on interior surfaces in the same building.
Level 3/Pass: Graffiti in 6 or more locations on interior surfaces in the same building.

Mailboxes – Missing/Damaged (Other Items – Common Areas)

Defect: The U.S. Postal Service tenant/unit mailbox is either missing or so damaged that it does not function properly.

Note:

1) *Do not inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service "blue boxes."*

Level of Defect:

Level 3/Pass: The tenant's unit mailbox cannot be locked and the mailbox is designed with a lock.

-OR-

The tenant's unit mailbox is missing.

Indoor Pools and Pool Fencing (Other Items – Common Areas)

This section has the following defects:

- Damaged/Not Intact Fencing/Gates(s)

- Damage to pool equipment, decking, or other associated components in the pool area.
- Inoperable

Notes:

1) *Swimming pools must be operational during the appropriate pool season for the geographical area (typically the summer months). During the remainder of the year a pool that is not operational is not a deficiency.*
2) *PHAs should establish the pool season based on their geographic region in their Administrative Plans.*
3) *Pools are required to be inspected by certified pool inspectors. Therefore, an inspection certificate of passing an inspection may also be provided to the inspector by the POA. UPCS-V inspectors should limit their inspection of pools to non-invasive, visual inspections.*

Damaged/Not Intact Fencing/Gate(s) (Indoor Pools and Pool Fencing – Other Items – Common Areas)

Defect: Fencing and/or a gate(s) around the swimming pool is damaged.

Level of Defect:

Level 3/Fail: Any damage that could compromise the integrity of the fence or gate(s) limiting its function as a barrier.

Inoperable (Indoor Pools and Pool Fencing – Other Items – Common Areas)

Defect: The pool was not in operation during the inspection and the inspection was conducted during the pool season, or there is damage or deterioration to pool equipment, decking, or other associated components in the pool area.

Note:

1) *If the pool is open for the season, it should be operational. If the pool is closed for the season, do not record this is a deficiency. Pool seasons vary across the country therefore, PHAs should record the pool season for their geographical area in their Administrative Plans.*

Level of Defect:

Level 2/Pass: Damage or deterioration to pool equipment, decking, or other associated components in the pool area.

Level 3/Pass: Damage to the pool prevents operational use.

7.1.5 Site

The site associated with a unit consists of the land immediately adjacent to or surrounding the unit and the tenant's path of travel. Path of travel only includes areas intended for use by or frequented by the unit's tenants. This includes the areas surrounding the common buildings designated for the tenant's use and the most direct path from the voucher unit to access common features of the property (i.e. mailboxes, parking area, and laundry facilities).

SITE INSPECTABLE ITEMS

Items to inspect for "Site" are as follows:

- Security Fencing and Gates
- Grounds

- Lighting
- Mailboxes
- Market Appeal
- Neighborhood Conditions
- Parking Lots/Driveways/Roads
- Play Areas and Equipment
- Refuse Disposal
- Retaining Walls
- Storm Drainage
- Walkways/Steps

Fencing and Gates (Site)

- Fence: A structure functioning as a boundary or barrier. An upright structure serving to enclose, divide or protect an area.
- Gate: A structured opening in a fence for entrance or exit.

Note:

1) *This does not include swimming pool fences or gates. Swimming pool fences and gates are covered under "Pools and Pool Fences (Common Areas)".*

This inspectable item can have the following defects:

- Non-security/safety fence or gate damaged/missing
- Security/Safety fence or gate damaged/missing

Non-security/Non-safety (Fencing and Gates – Site)

Defect: A non-security or non-safety (for example, privacy) fence or gate is rusted, deteriorated, uprooted, missing, or contains holes.

Level of Defect:

Level 1/Pass: A non-security/non-safety fence or gate contains holes or deterioration/damage and is so damaged that it is unable to function as it should.

Comment: If the inspector believes that the condition has resulted in a hazardous condition, record the hazard manually under "*Health & Safety/ Other Hazards*".

Security/Safety (Fencing and Gates – Site)

Defect: A security/safety fence or gate protecting against a hazard) is rusted, deteriorated, uprooted, missing, or contains holes.

Notes:

1) *Do not evaluate the fence under this item if the fence or gate is not designed for security/safety. Refer to Non-Security/Non-Safety (Fencing and Gates – Sites).*
2) *Security/safety fences include fences designed to protect against hazards associated with a high-risk, accessible features (such as extreme terrain, bodies of water, or busy roads).*
3) *Fences less than 4 feet in height are to be addressed under non-security fences.*

Level of Defect:

Level 3/Fail: A safety fence or gate contains holes or deterioration or damage and is so damaged that it is unable to function as it should and could threaten the safety of the unit's tenant.

Grounds (Site)

The improved land adjacent to or surrounding the unit and related structures. This does not include areas not intended for use by, or frequented by the unit's tenants.
This inspectable item can have the following defects:

- Erosion/Rutting Areas
- Overgrown/Penetrating Vegetation
- Ponding/Site Drainage

Erosion/Rutting Areas (Grounds – Site)
Defect: Natural processes, weathering, erosion, or gravity, or man-made processes have caused either of these conditions: Collection or removal of surface material OR sunken tracks, ruts, grooves, or depressions.

Note:

1) *This does not include erosion/rutting from a defined storm drainage system or in a play area. These are covered in these sections: "Storm Drainage (Site)" and "Play Areas and Equipment (Site)".*

Level of Defect:

Level 3/Pass: Runoff has extensively displaced soil, which has caused visible damage or the potential failure of adjoining structures or systems, such as pipes, pavements, foundations, building, etc.

Level 3/Fail: Advanced erosion threatens the safety of pedestrians or makes an area of the grounds unusable.

Overgrown/Penetrating Vegetation (Grounds – Site)
Defect: Plant life has spread to unacceptable areas, unintended surfaces, or has grown in areas where it was not intended to grow.

Note:

1) *The deficiency "Overgrown/Penetrating Vegetation" addresses conditions that have a potential or existing adverse effect on the physical condition of the property or negatively impacts the use of the property by tenants. Do not record a deficiency for vegetation that is intentionally grown on walls or fences and is maintained but does not adversely affect the structure or the intended use of that structure.*

Level of Defect:

Level 3/Pass: Vegetation contacts or penetrates an unintended surface, such as buildings, gutters, fences/walls, roofs, HVAC units, etc., and a component, area, or system has visible damage.

Level 3/Fail: Vegetation is extensive and dense; it is difficult to see broken glass, holes, and other hazards or obstructs intended path of walkways and roads rendering the area unusable/impassable.

Ponding/Site Drainage (Grounds – Site)
Defect: Water or ice has collected in a depression or on ground where ponding was not intended.

Notes:

1) *This does not include detention/retention basins or ponding on paved areas, such as parking lots:*
   - *Detention/retention basins are covered in "Storm Drainage (Site)".*
   - *Ponding on paved areas is covered in "Parking Lots/Driveways/Roads (Site)".*
2) *If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding.*
3) *Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.*

Level of Defect:

Level 2/Pass: An accumulation of water (3 to 5 inches deep) affects the use of at least 100 square feet of the grounds, but the grounds are generally usable.

Level 3/Pass: There is an accumulation of more than 5 inches deep over 100 square feet.

-OR-

Accumulation has made a large section of the grounds unusable for its intended purpose. For example, ponding has made an area such as the backyard unusable.

Lighting (Site)

Exterior lights that illuminate outdoor areas traveled or frequented by the unit's tenants.
Defect: One or more fixtures and/or bulbs are broken or missing.

Note:

1) *Includes items such as post lamps, and exterior lighting attached to buildings that is not operated by a switch inside the building and/or unit.*

Level of Defect:

Level 3/Pass: One or more security fixtures and/or bulbs are broken or missing.

Mailboxes (Site)

A mailbox is a public container where mail is deposited for distribution and collection. This does not include mailboxes owned and maintained by the US Postal Service, such as the "Blue Boxes." Project signs are boards, posters, or placards displayed in a public place to advertise, impart information, or give directions. This does not include signs owned and maintained by the city.

Mailbox Missing/Damaged (Mailboxes – Site)
Defect: The U.S. Postal Service tenant/unit mailbox is either missing or so damaged that it does not function properly.

Note:

1) *Do not inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service "blue boxes."*

Level of Defect:

Level 3/Pass: The tenant and/or unit mailbox cannot be locked.

-OR-

The tenant and/or unit mailbox is missing or so damaged that it does not function properly.

Market Appeal (Site)

Evaluate only those areas or structures that are intended for use by, or frequented by the unit's tenants.

This inspectable item can have the following defects:

- Graffiti
- Litter

Graffiti (Market Appeal – Site)
Defect: Inscriptions or drawings scratched, painted, or sprayed on a building surface retaining wall, or fence.

Note:

1) *There is a difference between art forms and graffiti. Do not consider full wall murals and other art forms as graffiti.*

Level of Defect:
Level 1/Pass: Graffiti in 1 place.
Level 2/Pass: Graffiti in 2 to 5 places.
Level 3/Pass: Graffiti in 6 or more places.

Litter (Market Appeal – Site)
Defect: There is an accumulation of objects, especially carelessly discarded trash.

Note:

1) *Judge litter as one would judge the condition of a city park in America. Do not include these as litter:*
    - *Litter left behind in the path of a recent garbage collection.*
    - *Litter that maintenance personnel are collecting and removing during your inspection.*

Level of Defect:
Level 2/Pass: Litter on the property; the amount of litter is greater than normal for the neighborhood, to include market rate properties.

Neighborhood Conditions (Site) [11]

Outdoor Pools and Pool Fencing (Site)

This inspectable item has the following defects:

- Damaged/Not Intact Fencing/Gates(s)
- Damage to pool equipment, decking, or other associated components in the pool area.

[11] The Neighborhood Conditions section including the defect definition is under review while public comments are being evaluated. This section will be updated and released once updates are completed.

- Inoperable

Notes:

4) *Swimming pools must be operational during the appropriate pool season for the geographical area (typically the summer months). During the remainder of the year a pool that is not operational is not a deficiency.*
5) *PHAs should establish the pool season based on their geographic region in their Administrative Plans.*
6) *Pools are required to be inspected by certified pool inspectors. Therefore, an inspection certificate of passing an inspection may also be provided to the inspector by the POA. UPCS-V inspectors should limit their inspection of pools to non-invasive, visual inspections.*

Damaged/Not Intact Fencing/Gate(s) (Indoor Pools and Pool Fencing – Common Areas)
Defect: Fencing and/or a gate(s) around the swimming pool is damaged.

Level of Defect:
Level 3/Fail: Any damage that could compromise the integrity of the fence and/or gate(s) limiting its function as a barrier.

Inoperable (Indoor Pools and Pool Fencing – Common Areas)
Defect: The pool was not in operation during the inspection and the inspection was conducted during the pool season, or there is damage or deterioration to pool equipment, decking, or other associated components in the pool area.

Note:

2) *If the pool is open for the season, it should be operational. If the pool is closed for the season, do not record this is a deficiency. Pool seasons vary across the country therefore, PHAs should record the pool season for their geographical area in their Administrative Plans.*

Level of Defect:
Level 2/Pass: Damage or deterioration to pool equipment, decking, or other associated components in the pool area.
Level 3/Pass: Damage to the pool prevents operational use.

Parking Lots/Driveways/Roads (Site)

An area for parking motorized vehicles begins at the curbside and includes all parking lots, driveways or roads within the property lines that are intended for use by the unit's tenants.

This inspectable item can have the following defects:

- Cracks/Settlement/Heaving/Loose Materials/Potholes
- Ponding

Cracks/Settlement/Heaving/Loose Materials/Potholes (Parking Lots/Driveways/ Roads – Site)
Defect: There are visible faults in the pavement: longitudinal, lateral, alligator, etc. The pavement sinks or rises because of the failure of sub-base materials.

Notes:

1) *Do not include cracks on walkways/steps.*
2) *Relief joints are there by design; do not consider them cracks.*
3) *Repaired/sealed cracks should not be considered a deficiency.*
4) *When observing traffic ability, and the capacity to support people on foot, in wheelchairs, and using walkers or canes, etc., and the potential for problems and hazards.*

Level of Defect:

Level 3/Pass: Damaged pavement as defined above has made a parking lot/driveway unusable/impassable or creates unsafe conditions for pedestrians and vehicles, but there is a comparable alternative available for the tenant's use.

Level 3/Fail: Damaged pavement as defined above has made a parking lot/driveway unusable/impassable or creates unsafe conditions for pedestrians and vehicles, and *no* comparable alternative is available for the tenant's use.

Comment: When considering traffic ability by people on foot, if the height differential of the damaged pavement is greater than 3/4 inch, consider this a safety hazard. If the condition of the surface could cause tripping or falling, manually record this deficiency under "*Health & Safety/ Other Hazards*".

Ponding (Parking Lots/Driveways/Roads – Site)

Defect: Water or ice has accumulated in a depression on an otherwise flat plane.

Notes:

1) *Consider the impact of any measurable precipitation, 1/10 inch or more, during the last 48 hours. Note the deficiency only if there is clear evidence that the ponding is a persistent or long-standing problem.*
2) *For parking lots/driveways/roads only, note a deficiency if there is ponding on more than 5% of the paved area.*

Level of Defect:

Level 3/Pass: More than 3 inches of water has accumulated making 5% or more of a parking lot/driveway/road unusable or unsafe, but there is a comparable alternative available for the tenant's use.

Level 3/Fail: More than 3 inches of water has accumulated making a parking lot/driveway/road unusable or unsafe, and *no* comparable alternative is available for the tenant's use.

Play Areas and Equipment (Site)

An outdoor area set aside for recreation or playing containing equipment such as seesaws and swings.

This inspectable item can have the following defects:

- Damaged/Broken Equipment
- Deteriorated Play Area Surface

Damaged/Broken Equipment (Play Areas and Equipment – Site)
Defect: Equipment is broken into pieces, shattered, incomplete, or inoperable.

Notes:

1) *Do not evaluate equipment that the owner/representative states have been withdrawn from service, except when safety is still a concern, such as sharp edges, dangerous leaning, etc. For example, if the owner removed the net and hoop from a basketball backboard and the backboard poses no safety hazards, it is not a deficiency.*
2) *Inspectors are to inspect park benches located within a play area and evaluate as part of the play equipment. Benches not located within a play area are not inspected, unless Health and Safety issues are observed.*

Level of Defect:
Level 3/Fail: Equipment is broken, or missing components, to the extent that it poses a risk to the user.

Deteriorated Play Area Surface (Play Areas and Equipment – Site)
Defect: Damage to a play area surface caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

Level of Defect:
Level 3/Fail: The play area surface is so deteriorated that it poses a risk to the user.

Refuse Disposal (Site)

Collection areas for trash/garbage common pick-up.

Broken/Damaged Enclosure – Inadequate Outside Storage Space (Refuse Disposal – Site)
Defect: The outdoor enclosed area used as a trash/refuse site is: 1) Broken or damaged, including its walls or 2) Too small to properly store refuses until disposal.

Note:

1) *This does not include areas that are not designed as trash/refuse enclosures, such as curb pick-up.*

Level of Defect:
Level 2/Pass: A single wall or gate of the enclosure has collapsed but *is not* at risk of further collapse.
Level 2/Fail: A single wall or gate of the enclosure has collapsed or is leaning and is in danger of falling and still poses a risk of further collapse.
-OR-
Trash cannot be stored in the designated area because it is too small to store refuse until disposal.

Retaining Walls (Site)

Walls built to support or prevent the advance of a mass of earth or water.

Damaged/Falling/Leaning (Retaining Walls – Site)

Defect: A retaining wall structure is deteriorated, damaged, falling, or leaning.

Level of Defect:
Level 1/Pass: A retaining wall shows some signs of deterioration, damage, falling or leaning, but it still functions as it should.
Level 3/Pass: A retaining wall is damaged and has failed.

Storm Drainage (Site)

System used to collect and dispose of surface runoff water through the use of culverts, underground structures, or natural drainage features, e.g., swales, ditches, etc.

Damaged/Obstructed (Storm Drainage – Site)
Defect: Storm drains are structurally unsound/damaged or blocked/ obstructed by accumulated debris.

Level of Defect:
Level 3/Pass: The system is structurally unsound/damaged or completely blocked, or a large segment of the system has failed because a large quantity of debris has caused backups into adjacent area(s) -OR- runoffs into areas where runoffs are not intended.

Walkways/Steps (Site)

- Walkways - Passages for walking and the structures that allow for changes in vertical orientation.
- Steps - A series of 4 or more steps and risers, or flights of stairs, joined by landings connecting levels of a walkway. Includes supports, risers, treads, handrails, and guardrails.

This inspectable item can have the following defects:

- Cracks/Settlement/Heaving
- Broken/Missing Handrails/Guardrails
- Broken/Missing Steps

Cracks/Settlement/Heaving (Walkways/Steps – Site)
Defect: Visible faults in the pavement: longitudinal, lateral, alligator, etc. or pavement that sinks or rises because of the failure of sub-base materials.

Notes:

1) *Do not include cracks on parking lots/driveways or roads. Refer to: "Cracks/Settlement/Heaving/Loose Materials/Potholes (Parking Lots/Driveways/ Roads – Site)".*
2) *Relief joints are there by design; do not consider them cracks.*
3) *Repaired/sealed cracks should not be considered a deficiency.*

Level of Defect:
Level 2/Pass: Cracks greater than $^3/_4$ inch, hinging/tilting, or missing section(s) that affect more than 5% of the property's walkways/steps.

Comment: Level 2: If the walkways or steps could cause tripping or falling, it must be manually recorded under *"Hazards (Health and Safety"*.

Broken/Missing Handrails (Walkways/Steps – Site)
Defect: The handrail is missing, damaged, loose or otherwise unusable.

Level of Defect:
Level 3/Fail: The handrail for 4 or more stair risers is either missing, damaged, loose or otherwise unusable.

Broken/Missing Guardrails (Walkways/Steps – Site)
Defect: A guardrail, located along walkways and paths of travel, at the height of 30 inches or more above adjacent floor/grade is missing, damaged, loose or otherwise unusable.

Level of Defect:
Level 3/Fail: The guardrail is missing, damaged, loose or otherwise unusable.

Comment: If the condition results in a health and safety concern, the inspector must record it manually under *"Health & Safety/ Other Hazards"*.

Broken/Damaged/Missing Steps (Walkways/Steps – Site)
Defect: The horizontal tread or other component of the stairs is damaged or missing.

Level of Defect:
Level 3/Fail: A stair tread or other component of the stairs is damaged or missing

Comment: If the condition results in a health and safety concern, the inspector must record it manually under *"Health & Safety/ Other Hazards"*.

7.1.6 Health and Safety

Ensuring health and safety is critical to the inspection process and includes conditions that pose a threat to the health and safety of the tenant. Under UPCS-V, health and safety Deficiencies are assigned a separate category because these Deficiencies can occur across any of the five inspectable areas. In addition, this also allows the inspector to identify and note health and safety conditions that may be outside the scope of these inspectable areas.

Items to inspect for "Health and Safety" are as follows:

- Air Quality
- Electrical Hazards
- Emergency/Fire Exits
- Flammable Materials
- Garbage and Debris
- Hazards
- Infestation
- Lead Based Paint

Air Quality (Health and Safety)

Indoor or outdoor spaces must be free from high levels of sewer gas, fuel gas, mold, mildew or other harmful pollutants that have the potential to seriously and continuously affect the health of a tenant. Indoor spaces must have adequate ventilation.

The following defects can be noted:

- Mold and/or Mildew Observed
- Propane/Natural Gas/Methane Gas Detected
- Sewer Odor Detected
- Other Harmful Pollutants

Mold or Mildew Observed (Air Quality – Health and Safety)
Defect: Evidence of mold or mildew; may or may not be able to observe the underlying water infiltration or other moisture producing conditions.

Level of Defect:
Level 3/Fail: Evidence of a growth of a mold or mildew like substance; may or may not be able to observe the underlying water infiltration or other moisture producing conditions.

Propane/Natural Gas/Methane Gas Detected (Air Quality – Health and Safety)
Defect: Detection of strong propane, natural gas, or methane gas odors that could: pose a risk of explosion/fire or pose a health risk if inhaled.

Level of Defect:
Level 3/Fail/Life Threatening: Strong gas odor detected with potential for explosion or fire or results in health risk if inhaled.

Sewer Odor Detected (Air Quality – Health and Safety)
Defect: Detection of sewer odors.

Level of Defect:
Level 3/Fail: Sewer odor detected.

Comment: The occurrence of sewer gas often indicates a missing protective cover or damaged drains/piping. Record these issues under "*Sanitary System/Building Systems*".

Other Harmful Pollutants (Air Quality – Health and Safety)
Applies to air quality issues not covered by sections addressing Carbon Monoxide, Mold, Sewer and Gas odors
Defect: A pollutant threatens the health of the unit's occupants.

Note:

1) *Use this category to address any other air quality issue that seriously and continuously threatens the health of the unit's occupants.*

Level of Defect:
Level 3/Fail: A pollutant threatens the health of the unit's occupants.

Electrical Hazards (Health and Safety)

Any hazard that poses a risk of electrical fires, electrocution or spark/explosion

The following defects can be noted:

- Wires Not Enclosed in a Secured Electrical Box (includes capped wires)
- Exposed Wires/Open Panels
- Openings in Electric Panels
- Other Hazardous Electrical Condition
- Water Leaks On or Near Electrical Equipment

Wires Not Enclosed in a Secured Electrical Box (Electrical Hazards – Health and Safety)
Defect: Electrical wires hang or protrude from an electrical box or other fixture, or the wires are in a box that is missing its cover.

Notes:

1) *Includes capped wires.*
2) *Do not consider low voltage wiring.*

Level of Defect:
Level 3/Fail: Wires or capped wires not enclosed in a secured electrical box.

Comment: If the inspector believes that the condition resulting in this deficiency presents a risk of fire or electrocution they must also record a Life Threatening deficiency under "*Exposed Bare Wires (Electrical Hazards – Health and Safety)*" or "*Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)*" as applicable.

Exposed Bare Wires (Electrical Hazards – Health and Safety)
Defect: Exposed bare wires/electrical connections

Level of Defect:
Level 3/Fail/Life Threatening: Exposed bare wires.

Openings in Electric Panels (Electrical Hazards – Health and Safety)
Defect: Missing breakers, open knockouts, or any condition that results in openings in electrical panels or electrical control device enclosures.

Note:

1) *An opening or gap of more than ¼ inch between the breakers and the internal cover of an electrical panel is an electrical hazard.*

Level of Defect:
Level 3/Fail/Life Threatening: Any condition that results in openings in electrical panels or electrical control device enclosures.

Water Leaks On or Near Electrical Equipment (Electrical Hazards – Health and Safety)
Defect: Water leaking, puddling or ponding on or immediately near any electrical apparatus. This could pose a risk of fire, electrocution or explosion.

Level of Defect:
Level 3/Fail/Life Threatening: Water leaking or ponding on or near any electrical device.

Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)
Defect: Any condition that poses the risk of electrocution or fire.

Note:

1) *Applies to any condition not covered by existing electrical hazard categories.*

Level of Defect:

Level 3/Fail: Any condition that poses a risk of electrocution or electrical fire, but at the time of inspection does not result in an immediate life threatening condition.

Level 3/Fail/Life Threatening: Any condition that poses a serious risk of electrocution or fire and poses an immediate life threatening condition.

Emergency Exits (Health and Safety)

All buildings must have at least two emergency points of egress. In multifamily buildings, egress points may be marked by signage. In non-multifamily buildings, signage is typically not present. However, egress points should be easily identifiable and unobstructed. This includes, for example, unit entry doors that lead directly to the exterior, unit entry doors that open into a common area that leads to the exit discharge, windows that open to the exterior, stairway access doors, and external exits. These can include operable windows on the lower floors with easy access to the ground.[12]

Notes:

1) *Please refer to the definition of egress terms in the comment section below.*
2) *The inspector should evaluate both of the required emergency exits, i.e. the primary and secondary means of egress. Primary means of egress is the shortest, most direct path to the public way that has been designed as an exit access and intended for use in an emergency.*
3) *The exit discharge must be clear and open to the public way. Discharge into a fenced, walled, or otherwise confined area is not acceptable.*
4) *Doors or windows that provide access to a fire escape are always inspected and must be fully functional and clear regardless of acceptability of the building exit. The condition and serviceability of the fire escape structure is evaluated under "Fire Escapes (Building Exterior)".*
5) *Locks and Security Bars:*
    a. *Double key cylinder deadbolt locks or any lock that requires a key, a tool, or special knowledge or effort to operate (from the egress side) are not allowed on any door that serves as an Exit or any door along the Exit Access.*
    b. *Window locks that require a key, a tool, or special knowledge or effort to operate (from the egress side) preclude a window from serving as a secondary means of egress.*
    c. *When fixed security bars are present that cover a window or door that is one of the designated means of emergency egress from the building, or a window that is the designed egress point to a designated fire escape the inspector must record a blocked egress deficiency.*

[12] Refer to Note 4 below for further clarification. This should not be confused with "Fire Escapes (Building Exterior)".

d. A hasp attached to moveable security bars is not a deficiency provided that the inspector can test the bars to evaluate proper operation. However, a lock on moveable security bars, requiring a key (special tool) to open, whether locked or unlocked at the time of inspection, must be recorded as a blocked egress deficiency.

e. Child safety window guards that are normally found in apartment and public hallway windows to protect children 10 years of age or younger from falling to the outside of the building, are typically lightweight metal construction and can be dislodged with a reasonable degree of force when necessary and should not be considered as blocked egress unless they are improperly installed or constructed.

6) Tenant housekeeping, storage, or hoarding can be a factor that affects egress.

7) Common areas designated for the use of the tenant must have 1 useable exit designed for egress to the public way or exit access. The exit must be available when the room is in use.

Comments: Egress Terms and Definitions:

1) **Unit**: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.
2) **Sleeping Room:** Any room or space used or intended to be used for sleeping purposes in either a unit or *sleeping unit.*
3) **Exit**: The area separated from the area of the building from which escape is to be made. This refers to the actual entry door (primary) or window (secondary) that takes an individual to the exit path.
4) **Exit Access**: The horizontal or vertical egress paths that lead to the exit discharge (i.e. hallways, corridors, stairways).
5) **Exit Discharge**: The portion of the means of egress that is between the end of an exit access and a public way.
6) **Public Way**: Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.
7) **Means of Egress:** The path from a habitable space to the public way. The Primary Means of Egress refers to the shortest, most direct path.

Blocked Egress/Unusable Emergency Exit (Emergency/Fire Exits – Health and Safety)

Defect: The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage or any other conditions that limit the use of the exit way in an emergency.

Level of Defect:

Level 3/Fail/Life Threatening: The building's emergency exit is blocked, or impeded thus limiting the ability of occupants to exit in a fire or other emergency.

Flammable/Combustible Materials (Health and Safety)

Any substance that is either known to be combustible or flammable or is stored in a container identifying it as such.

Flammable/Combustible Materials – Improperly Stored (Health and Safety)

Defect: Flammable materials or combustible materials are improperly stored near an exposed flame, heat, or electrical source, causing the potential risk of fire or explosion.

Notes:

1) *Flammable or combustible materials may include, but are not limited to, gasoline, paint thinners, kerosene, propane, paper, boxes, etc.*
2) *If an inspector observes flammable materials still in the original container (such as, but not limited to: hair spray, other types of aerosol cans, finger nail polish remover, butane lighter fluid, charcoal lighter fluid, paint thinner, etc.), and they are being stored in a safe place (such as under a kitchen sink, hall closet, etc.), then an inspector should not record improperly stored flammable materials.*

Level of Defect:
Level 3/Fail: Flammable materials are improperly stored.

Flammable/Combustible Materials – Un-Capped Gas/Fuel Supply Lines (Health and Safety)
Natural gas, propane, fuel oil, or other combustible fuel supply lines are disconnected or otherwise left open or un-capped.

Defect: Natural gas, propane, fuel oil, or other combustible fuel supply lines are disconnected or otherwise left open or un-capped.

Level of Defect:
Level 3/Fail: Natural gas, propane, fuel oil, or other combustible fuel supply lines are disconnected or otherwise left open or un-capped.

Garbage and Debris (Health and Safety)

Accumulation of garbage and debris exceeding the capacity of the storage area or not stored in an area sanctioned for such use. Garbage and debris refers to large piles of trash and garbage, discarded furniture, construction, landscape, and other debris (not temporarily stored awaiting removal) that might harbor rodents, this may occur inside the unit, in common areas, or outside. It usually means a level of accumulation beyond the capacity of an individual to pick up within an hour or two.

The following areas are evaluated:

- Indoors of unit, building, or common area.
- Outdoors

Indoors (Garbage and Debris – Health and Safety)
Defect: Too much garbage has gathered, more than the planned storage capacity. Garbage has gathered in an area that is not sanctioned for staging or storing garbage or debris.

Note:

1) *This does not include garbage and debris improperly stored outside. For this deficiency, see "Outdoors (Garbage and Debris – Health and Safety)".*

Level of Defect:
Level 3/Fail: Excessive garbage and/or debris observed inside the unit and/or common area or building.

Outdoors (Garbage and Debris – Health and Safety)
Defect: Too much garbage has gathered; more than the planned storage capacity. Garbage has gathered in an area not sanctioned for staging or storing garbage or debris.

Note:
1) *This does not include garbage improperly stored indoors. For this deficiency, see "Indoors (Garbage and Debris – Health and Safety".*

Level of Defect:
Level 3/Fail: Excessive garbage and/or debris observed outside the unit and/or common area or building.

Structural Hazards (Health and Safety)

Conditions associated with the elements of the load bearing structural members of the building/unit, includes but not limited to foundation, footings, foundation bearing soil, bearing walls, posts, beams, headers, bond beams, lintels, joist, rafters, trusses, wood structural panels, and associated structural hardware such as joist hangers, straps, ties, and anchors.

Defect: A portion or component of the building/unit exhibits signs of serious structural failure and the potential to threaten the health and safety of the tenants.

Note:
1) *This includes attachments to the structure such as decks, carports, sheds, etc.*

Level of Defect:
Level 3/Fail: A portion or component of the building/unit exhibits signs of serious structural failure and the potential to threaten the health and safety of the tenants.

Sharp Edges (Hazards – Health and Safety)

Defect: Any physical defect that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

Level of Defect:
Level 3/Fail: A condition that is likely to cause the cutting or breaking of human skin exists.

Tripping (Hazards – Health and Safety)

Defect: Any physical defect that poses a tripping risk, generally in walkways or other traveled areas. Typically, the defect must present at least a three-quarter inch deviation.

Note:

1) *This does not include tripping hazards from elevators that do not level properly. For this deficiency, see "Elevator – Tripping (Elevators – Building Systems)".*

Level of Defect:
Level 3/Fail: A condition that is likely to cause a person to trip and/or fall exists.

Other Hazards (Hazards – Health and Safety)

Defect: A condition that poses a risk of bodily injury.

Notes:

1) *"Other" includes hazards that are not specifically defined elsewhere.*
2) *"Other" hazards that are electrical in nature are recorded in "Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)".*

Level of Defect:
Level 3/Fail: Any condition that poses a risk of bodily injury.
Level 3/Fail/Life Threatening: Any condition that poses a serious risk and immediate life threatening condition

Infestation (Health and Safety)

Presence of, or evidence of, any vermin that is destructive, annoying, or injurious to the health of the occupants. To include but not limited to rats, mice, roaches, or the visible infestation by insects such as ants and termites.

This inspectable item can have the following defects:

- Insects
- Rats/Mice/Vermin
- Evidence of Roaches

Insects (Infestation – Health and Safety)
Defect: Evidence of infestation of insects, including ants and termites, or other insects that due to their proximity to the voucher unit pose a threat to the tenant or limit the habitability of the unit.

Note:

1) *Do not record baits, traps, and sticky boards that show no presence of insects as a deficiency.*

Level of Defect:
Level 3/Fail: Infestation by insects other than roaches observed.

Evidence of Roaches (Infestation – Health and Safety)
Defect: Evidence of infestation of roaches in a unit or room, especially in food preparation and storage areas.

Notes:

1. *Do not record baits, traps or sticky boards that show no presence of vermin, as a deficiency.*
2. *This section applies to roaches only. For all other insects refer to "Insects (Infestation – Health and Safety)".*

Level of Defect:
Level 3/Fail: Evidence of roaches observed.

Rats/Mice/Vermin (Infestation – Health and Safety)
Defect: Evidence of vermin, such as rats or mice, which include sightings, holes, burrows, or droppings.

Note:
1) *Do not record baits, traps or sticky boards that show no presence of vermin, as a deficiency.*

Level of Defect:
Level 3/Fail: Evidence of vermin observed.

Lead Based Paint (Health and Safety)

All interior and exterior surfaces must be free of cracking, scaling, peeling, chipping and loose paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards.

Defect: Cracking, scaling, peeling, chipping or loose paint observed in or around a unit built prior to 1978 that is occupied or can be occupied by families with children less than six years of age.

Notes:
1) *Lead based paint requirements apply to units built prior to 1978 that are occupied or can be occupied by families with children less than six years of age, excluding zero bedroom units.*
2) *Lead based paint requirements do not apply to 0-BR, elderly or handicapped units with no children under age six on the lease or expected units certified lead based paint free by a certified lead-based paint inspector (no lead based paint hazards present).*
3) *Applicable areas include painted surfaces within the unit, exterior painted surfaces associated with the unit and common areas of the building through which tenants must pass to gain access to the unit and areas frequented by tenant children less than six years of age, including play areas and child care facilities.*
4) *Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, and frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, hipping, chalking, cracking, damaged or otherwise separated from the substrate.*
5) *All deteriorated paint surfaces more than 2 square feet in any one interior room or space and 20 square feet on exterior surfaces, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and*

trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance testing is required. Referred to as "Above de minimis level repairs".

6) *If the deteriorated painted surface is less than 2 square feet in any interior room or space and 20 square feet on exterior surfaces or less than 10% of the component, stabilization is required, but no clearance testing is required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Referred to as "Below de minimis level repairs".*

Level of Defect:

Level 2/Fail: Deteriorated painted surface is less than 2 square feet in any one interior room or space or 20 square feet on exterior surfaces, or less than 10% of the component.

Level 3/Fail: Deteriorated paint surfaces more than 2 square feet in any one interior room or space or 20 square feet on exterior surfaces, or more than 10% of the total surface area of an interior type of component.

8 APPENDIX B: SPECIAL HOUSING TYPES

8.1 General Overview

PHAs have the option to allow tenants to use their HCV Program assistance in a number of specialized housing types. Each of the special housing types described in this section is targeted to tenants with particular needs. UPCS-V applies to all units, but each special type of housing has additional unique UPCS-V standards.

With the exception of manufactured homes, which the PHA must allow tenants to lease under the program, the PHA must decide whether or not to approve the use of special housing types. The PHA's decision should be based on its assessment of the difficulties encountered by tenants currently looking for housing, applicant and tenant demographics suggesting a need for specialized housing, and the availability of suitable housing of the various types in the local market. However, even though a PHA may decide to disallow the use of special housing types, the PHA must allow the use of a special housing type if needed as a reasonable accommodation for persons with disabilities.

The PHA's choice to approve use of any of these special housing types should not be confused with a commitment on the part of the PHA to provide project-based funding for specialized housing. All of these programs are options that may be made available to voucher holders and tenants as they search for housing. The PHA may not set aside program funds for special housing types. The PHA cannot give preference to tenants that wish to live in any of these types of housing, and cannot require tenants to select any of these types of housing.

For each tenant that elects to lease a unit in one of these special housing types, there is a separate lease and HAP contract. Although most special housing types are communal in nature, each tenant has their own, separate lease. If two tenants are participating in the HCV program, independent inspections must be performed. The PHA has no obligation to help owners of these special types of housing fill units vacated by HCV Program participants. The PHA's Administrative Plan must include local policies regarding the use of special housing types.

8.1.1 Single Room Occupancy Facilities (SROs)

A SRO unit provides living and sleeping space for the exclusive use of the tenant, but requires the tenant to share sanitary of food preparation facilities. There is no federal limitation on the number of SRO units in an SRO facility.

Bathroom (Unit)

- At least one flush toilet that can be used in privacy, bathroom basin, and bathtub or shower, in proper operating condition, must be supplied for each six persons or fewer residing in the SRO housing.
- If SRO units are leased only to males, flush urinals may be substituted for no more than one-half the required number of flush toilets. However, there must be at least one flush toilet in the building.
- Sanitary facilities must be reasonably accessible from a common hall or passageway to all persons sharing them. These facilities may not be located more than one floor above or below the SRO unit. Sanitary facilities may not be located below grade unless the SRO units are located on that level.

Kitchen (Unit)

- Space and equipment can be outside the unit (private living space), in the common areas of the facility.

Space and Security

- No more than one person may reside in an SRO unit.
- The unit must contain at least 110 sq. ft. of living space, with at least four (4) feet of closet space.
- Exterior doors and windows accessible from outside the SRO unit must be lockable.

Lead-Based Paint

- Since SRO units will not house children, lead-based paint standards do not apply to SRO housing.

Fire Safety

- A sprinkler system that protects all major spaces, hard wired smoke detectors, and such other fire and safety improvements as State or local law may require must be installed in each building.
- The term "major spaces" means hallways, large common areas, and other areas specified in local fire, building, or safety codes.

8.1.2 Congregate Housing

Congregate housing is intended for use by elderly persons or persons with disabilities. It contains a shared central kitchen and dining area, and a private living area for the individual household of at least a living room, bedroom, and bathroom. If approved by the PHA, a family member or live-in aide may reside with the elderly person or person with disabilities.

Kitchen (Unit)

- The unit must contain a refrigerator.
- There must be central kitchen and dining facilities on the premises. These facilities:
    - Must be located within the premises, and accessible to the residents;
    - Must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner;
    - Must be used to provide a food service that is provided for the residents, and that is not provided by the residents; and
    - Must be for the primary use of residents of the congregate units and be sufficient in size to accommodate the residents.
- There must be adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage where necessary.

8.1.3 Group Home

A group home is a state-licensed facility intended for occupancy by elderly person and/or persons with disabilities. No more than 12 persons may reside in a group home. This limit covers all persons who reside in the unit, including assisted and unassisted residents and any live-in aide.

Bathroom (Unit)

- The unit may contain private or common sanitary facilities. However, the facilities must be sufficient in number so that they need not be shared by more than four residents of the group home.
- Sanitary facilities in the group home must be readily accessible to and usable by residents, including persons with disabilities.

Kitchen (Unit)

- Group homes must contain a kitchen and dining area with adequate space to store, prepare, and serve food.
- The facilities for food preparation and service may be private or may be shared by the tenants.
- The kitchen must contain a range, an oven, a refrigerator, and a sink with hot and cold running water.
- The sink must drain into an approval public or private disposal system.

Space and Security

- Group homes must contain at least one bedroom for every two people, a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents.

8.1.4 Shared Housing

Shared housing is a single unit occupied by an assisted tenant and another tenant or tenants. The share unit consists of both common space for use by all tenants, and separate private space for each assisted family.

An assisted family may share a unit with other persons assisted under the housing choice voucher program, or with other unassisted persons. The owner of a shared housing unit may reside in the unit, but housing assistance may not be paid on behalf of the owner. The resident owner may not be related by blood or marriage to the assisted family. If approved by the PHA, a live-in aide may reside with the family to care for a person with disabilities.

Facilities Available

- Facilities available to the assisted tenant, whether shared or private, must include a living room, a bathroom, and food preparation and refuse disposal facilities.

Space and Security

- The entire unit must provide space and security for all assisted and unassisted tenants. The private space for each assisted family must contain at least one bedroom for each two persons in the family. The number of bedrooms in the private space of an assisted family must not be less than the family unit size. An efficiency or one-bedroom unit may not be used for shared housing.

8.1.5 Cooperative

Cooperative housing is owned by a nonprofit corporation or association, where a member of the corporation or association has the right to reside in a particular unit and to participate in

management of the housing. There are no program restrictions on who may occupy a cooperative housing unit.

All HCV Program UPCS-V standards apply to cooperative housing units. There are no additional requirements.

8.1.6 Manufactured Home

A manufactured home is a manufactured structure, transportable in one or more parts, that is built on a permanent chassis, is designed for use as a principal place of residence, and meets UPCS-V standards. Program provisions for the leasing of manufactured homes apply when a tenant leases the manufactured home unit and the manufactured home space.

There are no program restrictions on who may occupy a manufactured home. The PHA must allow a family to lease a manufactured home and space with assistance under the program. The PHA may provide assistance to a family that owns the manufactured home and leases only the space. However, the PHA is not required to provide such assistance.

Manufactured Home Tie-Downs

- A manufactured home must be placed on the site in a stable manner, and must be free from sliding or wind damage. The home must be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist overturning and sliding.

9 APPENDIX C: LEAD-BASED PAINT GUIDELINES

PHA's Responsibility

- Visual assessment for deteriorated paint surfaces at initial and annual inspections;
- Assuring that clearance examination is conducted on areas greater than de minimis, following the abatement of lead-based paint or lead-based hazards and/or during interim controls, paint stabilization, standard treatments, ongoing lead-based paint maintenance, or rehabilitation (24 CFR 35.1340). Clearance examinations shall include a visual assessment, dust sampling, submission of samples for analysis for lead in dust, interpretation of sampling results, and preparation of a report. Soil sampling is not required. Clearance examinations shall be performed in units, common areas, and exterior areas;
- Carrying out special requirements for children under age six who have environmental intervention blood lead levels as verified by a medical health care provider;
- Collecting data from the local health department on program participants under age six who have identified environmental intervention blood lead levels; and
- Record keeping.

Unit Owners' Responsibilities

- Disclose known lead-based paint hazards to all potential tenants prior to execution of a lease;
- The owner must also provide all prospective families with a copy of *Protect Your Family from Lead in Your Home* or other EPA approved document;
- When necessary, perform paint stabilization to correct deteriorated paint. Each time such an activity is performed, notify tenants about the conduct of lead hazard reduction activities and if required, clearance;
- Conduct lead hazard reduction activities when required by the PHA;
- Perform all work in accordance with HUD prescribed safe work practices and conduct clearance activities when required; and
- Perform ongoing maintenance. For the purpose of multifamily structures, the owner will not have to incur the price of abatement of every unit at one time. In lieu of total structure abatement and as part of ongoing maintenance, the owner must provide written notice to each assisted family asking occupants to report deteriorated paint. The notice must include the name, address, and phone number of the person responsible for accepting the occupant's complaint. The owner has seven days to respond to tenant notification and 30 days to abate LBP concerns documented by a Clearance Exam. A copy of the Clearance Exam should be forwarded to the local Field Office of HUD.

Visual Assessment for Deteriorated Paint

When the visual inspector identifies deteriorated paint surfaces, the PHA must notify and require the owner to perform stabilization of the surfaces within thirty (30) days of notification in occupied units and before commencement of an assisted tenancy. When weather conditions prevent stabilization of deteriorated paint surfaces on exterior surfaces within 30-day period, stabilization may be delayed for a reasonable time.

Owner requirements for compliance with a PHA's paint stabilization notice differ, depending upon the amount of deteriorated paint surface to be corrected. The use of lead-safe work practices during

paint stabilization activities are characterized as above or below de minimis levels. De minimis deteriorated paint surfaces are as follows:

- 20 square feet on exterior surfaces;
- 2 square feet on an interior surface in a single room or interior space; or
- 10 percent of individual small components (e.g., window skills) on the interior or exterior.

Owners must perform paint stabilization on all deteriorated paint surfaces ***regardless of the size of the deteriorated surface.***

If the amount of deteriorated paint is below the de minimis level, the owner must perform paint stabilization. Owners are not required to perform lead-safe work practices and clearance. Correction of deteriorated paint above de minimis levels requires owners to perform additional activities to gain compliance with HUD lead-based paint requirements

HUD has provided funds to PHAs to cover the cost of the first clearance examination. The owner covers funds for the cost of subsequent tests.

The PHA is responsible for clearance activities. Clearance examinations must be performed by persons who have EPA or state-approved training and are licensed or certified to perform clearance examinations.

Clearance activities can be grouped into two classification types: interim controls, which are intended to make units lead-safe by temporarily controlling lead-based paint hazards and abatement, which is intended to permanently control lead-based paint hazards.

Interim lead hazard control measures include:

- Repairing all rotted or defective substrates that lead to rapid paint deterioration. (Note that repairing defective building systems that are causing substrate damage may be a prerequisite for effective interim control but is outside the scope of interim control per se).
- Stabilizing all deteriorated lead-based paint surfaces. Paint stabilization entails removing deteriorating paint, preparing the substrate for repainting and repairing.
- Making floors and interior window sills and window troughs smooth and cleanable.
- Eliminating friction surfaces with lead-based paint on windows, doors, stair treads, and floors, when they are generating dust lead hazards.
- Repairing doors and other building components causing impact damage on painted surfaces, if the paint is lead-based paint.
- Treating protruding, chewable surfaces, such as interior window sills, where lead-based paint may be present and there is either visual or reported evidence that children are mouthing or chewing them.
- Dust removal and control – i.e., cleaning surfaces to reduce levels of dust containing lead to acceptable levels, including cleaning carpets, if they are contaminated.
- Covering (with planting, mulch, gravel, or other means) or eliminating access to all bare soil containing excessive levels of lead.

Interim control measures are fully effective only as long as they are carefully monitored, maintained, and, in some cases, professionally reevaluated. If interim controls are properly maintained, they can be effective indefinitely. As long as surfaces are covered with lead-based paint, however, they constitute potential hazards.

When clearance is required, the PHA shall ensure/receive that a clearance report is prepared that provides documentation of the hazard reduction or maintenance activity as well as the clearance examination. When abatement is performed, the report shall be an abatement report in accordance with 40 CFR 745.227(e) (10).

Requirements for Children with Environmental Intervention Blood Lead Level

HUD has defined environmental intervention blood lead level as a confirmed concentration of lead in whole blood equal or greater than 20 ug/dL (micrograms of lead per deciliter) for a single test or 15-19 ug/dL in two tests taken at least three (3) months apart in children under age six.

Notification

A medical health care provider, public health department, the family, owner, or outside source may notify the PHA of an environmental intervention blood lead level child living in a program unit.

When information regarding an environmental intervention blood lead level child under age six is received from the family, owner, or other sources not associated with the medical health community, the PHA must immediately verify the information with a public health department or other medical health care provider.

If either the public health department or a private medical health agency provides verification that the child has an environmental intervention blood lead level, the PHA must proceed to complete a risk assessment of the unit, common areas and exterior surfaces. This requirement does not apply if the public health department has already conducted an evaluation between the date the child's blood was last sampled and the receipt of notification of the child's condition.

When a PHA receives a report of an environmental intervention blood lead level child from any source other than the public health department, the PHA must notify the health department within five (5) working days.

Risk Assessment

Within 15 days of notification by a public health department or medical health care provider, the PHA must complete a risk assessment of the unit, including common areas servicing the unit, if the child lived in the unit at the time the child's blood was sampled. In most areas of the country, the local health department will complete the risk assessment free of charge to the PHA. In areas where this is not possible, the PHA must hire and pay for a certified risk assessor and, upon completion of the risk assessment, the PHA must provide the report to the owner to comply with 24 CFR 35.1225.

Persons trained and certified by an EPA or state-approved agency must complete risk assessments.

Risk assessments involve on-site investigations to determine the existence, nature, severity, and location of lead-based paint hazards. The investigation includes dust and soil sampling, and visual evaluation, and may include paint inspections (tests for lead in paint). The assessor issues a report explaining the results of the investigation, as well as options and requirements for reducing lead-based paint hazards.

The owner must notify the building tenants of the results of the risk assessment within 15 days of receipt from the PHA.

Hazard Reduction

The owner must complete reduction of identified lead-based paint hazards as identified in the risk assessment within 30 days (or date specified by PHA if an extension is granted for exterior surfaces).

Hazard reduction activities may include paint stabilization, abatement, interim controls, or dust and soil contamination control. The appropriate method of correction should be identified in the risk assessment.

Hazard reduction is considered complete when a clearance examination has been completed and the report indicates that all identified hazards have been treated and clearance has been achieved, or when the public health department certifies that the hazard reduction is complete.
The owner must notify all building tenants of any hazard reduction activities within 15 days of completion of activities.

Like paint stabilization compliance, PHA receipt of the owner's certification signals compliance with lead hazard reduction activities. (See Exhibit 10-2, *Owner's Certification.*) Failure to complete hazard reduction activities (including clearance) within 30 days (or later if PHA grants an extension for exterior surfaces) of notification constitutes a violation of HQS, and appropriate action against the owner must be taken if a program family occupies the unit. If the unit is vacant when the PHA notifies the owner, the unit may not be re-occupied by another assisted family, regardless of the ages of children in the family, until compliance with the lead based paint requirement. To ensure that all units receiving HAP contracts are free from LBP hazards, PHA's are to maintain a tracking system for units identified as containing LBP hazards and copies of the Clearance Examination Report. This tracking system should be cross reference prior to PHA entering into any new HAP contracts.

Ongoing Maintenance

In addition to the visual assessment completed by the HQS inspector, the owner is required to conduct a visual assessment for deteriorated paint and failure of any hazard reduction measures at unit turnover and every 12 months of continued occupancy.

The owner is required to make corrections of deteriorated paint and any failed lead hazard reduction measures. Correction methods are the same as those for paint stabilization activities discussed earlier.

The owner must provide written notice to each assisted family asking occupants to report deteriorated paint. The notice must include the name, address, and phone number of the person responsible for accepting the occupant's complaint.

The owner certifies that this requirement is being met by presenting the owner's certification to the PHA before the execution of the lease and at annual inspection.

PHA Data Collection and Record Keeping

Quarterly, the PHA must attempt to obtain from the public health department having jurisdiction in the same area as the PHA, the names and addresses of children under age six with an identified environmental intervention blood lead level.

The PHA must match information received from the health department with information about program families. If a match occurs, the PHA must follow all procedures for notifying owners and conducting risk assessments as stated above.

Quarterly, the PHA must report a list of addresses of units occupied by children under age six, receiving assistance to the public health department, unless the health department indicates that such a report is not necessary.

Staff should be thoroughly trained about the requirements for lead-based paint so inspection activities are properly done and questions from owners about processes and requirements can be adequately addressed.

Risk assessors and public health departments conducting risk assessments involving environmental intervention blood lead level children will issue a report on any needed corrections and appropriate methods to correct lead hazards. The PHA must notify the owner of the deadline for completing the corrections.

To carry out its responsibilities for matching PHA and public health records, PHA staff may need to develop a closer working relationship with staff at the public health department.

PHAs should also develop a tracking report to track known environmental intervention blood lead level children until the child reaches age six. This will assure that all PHA required activities are addressed in a timely manner and that inspections conducted on behalf of the family will include the inspection for deteriorated paint. If the PHA is using a computerized inspection system with hand-held units, information about the child's condition should be entered into the system.