

HUD REAL ESTATE ASSESSMENT CENTER (REAC) INSPECTION BRIEF



Notification To Residents

The property is required to notify all residents of the scheduled inspection. The Inspector will ask to see the notification document when he/she arrives at the property. REAC suggests that the notification include the entire week the inspection is scheduled, in case there are any unexpected changes or delays.

Required Participant Information

A minimum of three participants must be recorded; Executive Director (PH) or Owner (MF), Management Agent and Site Manager. One of the participants recorded must be designated as the "Primary Contact" and at least one must be designated as "Present during Inspection". Required participant information includes: name, organization, organization address, phone number, fax, and email. The "Owner" or "Executive Director" is not required to be present for the inspection. Only one of the recorded participants must actively participate in the inspection.

Certificates

Initially, the Inspector will ask to see the following certificates if applicable:

- Boiler, Elevator, Fire Alarm System, Fire Sprinkler System
- If any of the housing was built prior to 1978 the inspector will review
 - ◆ The Lead Base Paint inspection report.
 - ◆ Five resident files that are randomly selected by the inspector to verify lead based paint disclosure forms were provided to the residents.
- If your property has an elevator equipment room, please refer to Inspector Notice 2009-03: Property Requirements for the Inspection of Elevator Equipment Rooms, issued November 16, 2009, available at <http://www.hud.gov/offices/reac/products/pass/PDFs/notice-elevator-eq-rooms.pdf>.
- If your property has an emergency generator, the Inspector will ask to see a written log of testing or "run-up records".

Area Measures

The Inspector will request that you provide two separate area measure calculations. First, the total combined area of Roads, Parking Lots, and Driveways in square feet and second, the total combined area of Sidewalks, Walkways, and Steps in square feet.

Bed Bug Infestation

On the all-inclusive list (rent roll) provided to the Inspector, please indicate next to any units that are currently reported as having bed bugs, confirmed as having bed bugs, and undergoing treatment for bed bugs. The presence and/or treatment of bed bugs will not be scored in the UPCS inspection. However, please refer to Inspection Notice 2010-01: UPCS Inspection Protocol, Other Hazards - Bed Bug Infestation, issued September 1, 2010, available at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17195.pdf

Email Request

To reduce the amount of time spent on data entry and property orientation, the Inspector may request that you send the following information via email, prior to the inspection date: a site map of the property if applicable, the total number of buildings (including number of floors), number of units in each building, and an all-inclusive list of units (rent roll) that reflects the bedroom size for each unit and clearly states which units are vacant or occupied.

Participant Involvement

A property representative must accompany the Inspector during the entire inspection. The Inspector will normally request that a property representative enter buildings and units first and the Inspector will follow checking the door upon entering. Although the Inspector is not allowed to open any closed bathroom or bedroom doors in a unit, the Inspector must inspect behind all doors, both in sample units and common areas. There is no exception to this policy, so please be prepared with keys. The Inspector will verbally announce all observed deficiencies and their level of severity, including health and safety hazards for each item and record each item "on the spot". The property representative may find it helpful to use a notepad and/or camera to record the Inspector's findings. The inspection process and findings are electronically recorded by the Inspector and HUD will make available, to the property, a full report in approximately five to ten business days.

Although the Inspector must personally physically perform the inspection, there are certain exceptions. A property representative may be required to test items, such as smoke detectors that are more than 8 feet above the floor. A property representative is required to turn on and off the stove/oven and burners. During the inspection, a property representative may install light bulbs to show a fixture works, plug in bathroom exhaust fans, light gas stoves if the pilot light is out, and return stove knobs and burners if they have been temporarily removed. The inspectors are not required to move non-inspectable items to access inspectable items. The inspector may request that all windows and doors be cleared of any obstacles such as drapes, blinds and personal items, so that he/she may have access to test the operation of inspectable items.

Reminders on Electrical Devices

The Inspector is required to open all electrical panels in common areas, in sample units, and on the building exterior. No other electrical devices, including disconnects and timers, will be opened by the Inspector if the devices are secured (cannot be opened without a tool) at the time they are observed. Electrical devices in rooms behind locked doors do not qualify as secured. An open knockout on an electrical device/component that presents a hazard is a recordable deficiency. A gap greater than 1/4 inch in an electrical panel (such as between a breaker and inner panel) is also a recordable deficiency. Exposed bare wires are a deficiency, and defined as: Non-insulated, high voltage (110V/220V or higher) conductors, connectors, and terminals.

Before the Inspection: REAC has provided the following documents and links to information in order to help properties prepare for the inspection:	
Inspection of Electrical Devices:	http://www.hud.gov/offices/reac/products/pass/PDFs/electrical-devices.pdf
Top 20 Deficiencies (Examples):	http://www.hud.gov/offices/reac/products/pass/top20.pdf
REAC Compilation Bulletin:	http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_bulletin
Elevator Equipment Rooms FAQ:	http://www.hud.gov/offices/reac/products/pass/PDFs/elevator-faqs.pdf
Inspection Software 4.0:	http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0

After the Inspection: REAC has provided the following links to information and "infomercials" to help clarify procedures during and after the inspection:	
Exigent Health & Safety:	http://www.hud.gov/offices/reac/products/pass/ehs.cfm
Scoring Video:	http://www.youtube.com/watch?v=DJf5M9JtbaE
Database Adjustment Video:	http://www.youtube.com/watch?v=Lpk5OVnCcFs
Technical Review Video:	http://www.youtube.com/watch?v=ut6yIVd4J5k
Database Adjustment & Tech. Review:	http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_guideandrule
Inspector Review Video:	http://www.youtube.com/watch?v=-8b6pEeikvE
QA Inspection Process Video:	http://www.youtube.com/watch?v=kcxJXsV_fU