

UPCS-V Dictionary of Deficiency Definitions

The UPCS-V Dictionary of Deficiency Definitions lists each possible deficiency that comprise the UPCS-V inspection standard. The Dictionary is based on the five inspectable areas of UPCS-V: Unit, Building Systems, Building Exterior, Common Areas, and Site, and includes a separate section for Health and Safety deficiencies. Each deficiency is listed including the levels of deficiency and its status with respect to Life Threatening or Emergency categorization. Each deficiency includes pertinent notes and guidance for the inspector. The UPCS-V Dictionary of Deficiency Definitions is the inspector's primary resource when making deficiency determinations.

This version of the UPCS-V Dictionary of Deficiency Definitions is a draft version and must not be construed as the final UPCS-V inspection standard. This document is subject to change as REAC/OED works with Housing partners on refining and fully developing the UPCS-V inspection standards and protocols.

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UNIT

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

Note:

The owner/representative must provide the inspector access to physically inspect all inspectable items for its intended functionality.

If the inspector cannot access these inspectable items, the inspector is to record these items as defective.

UNIT INSPECTABLE ITEMS

Items to inspect for "Unit" are as follows:

- Bathroom
- Call-for-Aid
- Carbon Monoxide Detector
- Ceiling
- Doors
- Electrical System
- Floors
- HVAC System
- Kitchen

- Laundry Area
- Lighting
- Outlets/Switches
- Patio/Porch/Balcony
- Smoke Detector
- Stairs
- Utilities
- Walls
- Water Heater
- Windows

Bathroom (Unit)

A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet.

This inspectable item can have the following deficiencies:

- Bathroom Cabinets - Damaged/Missing
- Lavatory Sink - Damaged/Missing
- Plumbing - Clogged Drains
- Plumbing - Leaking Faucet/Pipes
- Shower/Tub - Damaged/Missing
- Ventilation/Exhaust System - Inoperable
- Water Closet/Toilet - Damaged/Clogged/Missing

Bathroom Cabinets – Damaged/Missing (Bathroom – Unit)

Deficiency: Damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets or vanities

Inspection Result:

Pass: Damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets or vanities that are not functioning as they should for storage or their intended purpose.

Lavatory Sink – Damaged/Missing (Bathroom – Unit)

Deficiency: A basin (sink) is missing or shows signs of deterioration or distress.

Notes:

- 1) Do not record it as a deficiency if stopper is near the sink area
- 2) A missing or inoperable mechanical stopper should not be considered “associated hardware”.

Inspection Result:

Pass: The sink can be used, but these conditions are present:

There are cracks or extensive discoloration in more than 50% of the basin

-OR-

A stopper is missing/ damaged/ inoperable

-OR-

A wall mounted sink is loose but not in danger of falling.

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

Fail: The sink cannot be used, because the sink or associated hardware is missing or has failed, has a missing or improper trap, or a wall mounted sink is loose and in danger of falling - but there is another functioning sink in the unit.

Fail / Emergency: The sink cannot be used, because the sink or associated hardware is missing or has failed, and there is no other functioning sink in the unit.

Plumbing – Clogged Drains (Bathroom – Unit)

Deficiency: Water does not drain adequately in the shower, tub, or basin (sink).

Inspection Result:

Pass: Water does not drain freely, but the fixtures can be used.

Fail: The tub and/or shower are not usable, because the drain is completely clogged or shows extensive deterioration

-OR-

The sink is not usable, because the drain is completely clogged or shows extensive deterioration, but there is another functioning sink in the unit.

Fail / Emergency: The sink is not usable, because the drain is completely clogged or shows extensive deterioration, and there is no other functioning sink in the unit.

Plumbing – Leaking Faucet/Pipes (Bathroom – Unit)

Deficiency: A basin, shower, water closet, tub faucet, or associated pipes are leaking water.

Note: The phrase “the flow or containment of water cannot be controlled” means that there is flooding.

Inspection Result:

Pass: There is a slow drip when the control is in the “Off” position and the drip is contained by the sink basin.

-OR-

There is a leak or drip when the control is in the “On” position and the leak or drip is contained by the sink basin.

Fail: A steady leak that cannot be controlled but is contained by the sink/shower/tub, basin.

-OR-

A steady leak that is not contained by the sink/shower/tub basin and adversely affects the surrounding area, but the flow of water can be controlled and there is another functional sink/shower/tub/toilet in the unit.

-OR-

A leak/drip from the toilet shut off valve, supply line, wax ring, or tank/bowl seal.

-OR-

A toilet “runs” constantly.

Fail/Emergency: A steady leak that is not contained by the sink/shower/tub basin, adversely affects the surrounding area, and the flow or containment of water cannot be controlled.

-OR-

A steady leak that is not contained by the sink/shower/tub basin and adversely affects the surrounding area. The flow of water can be controlled, but there is no other functional sink/shower/tub/toilet in the unit

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

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

Notes:

- 1) This does not include leaking faucets and pipes.
- 2) Do not record it as a deficiency 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 deficiency only.

Inspection Result:

- Pass:* A stopper is missing.
- Pass:* The shower or tub can be used, but cracks or extensive discoloration in more than 50% of the basin.
- Fail:* The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.

Ventilation/Exhaust System – Inoperable (Bathroom – Unit)

Deficiency: The apparatus used to exhaust air has failed.

Notes:

- 1) The bathroom must have some form of ventilation, either an operable fan or a functioning window.
- 2) If a resident has disconnected a fan, consider it functional if it can be immediately reconnected for your inspection.
- 3) In multi-unit buildings, unit bathroom ventilation may be provided utilizing vent shafts and a centrally located fan.

Inspection Result:

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

Fail: An exhaust fan is not functioning.

-OR-

A bathroom window cannot be opened or will not stay open.

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

Deficiency: A water closet/toilet is damaged or missing.

Inspection Result:

Pass: Fixture elements, seat, flush handle, cover, tank or bowl mounting hardware etc., are missing, loose, or damaged but the toilet can still be used.

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

Fail: The bowl is fractured or broken and cannot retain water.

-OR-

The water closet/toilet is missing.

-OR-

The water closet/toilet cannot be flushed, because of obstruction or another defect.

-OR-

Fixture elements, seat, flush handle, cover, tank or bowl mounting hardware etc., are missing, loose, or damaged rendering the toilet unusable *AND* there is another functional toilet in the unit.

Fail/Emergency: The bowl is fractured or broken and cannot retain water.

-OR-

The water closet/toilet is missing.

-OR-

The water closet/toilet cannot be flushed, because of obstruction or another defect.

-OR-

Fixture elements, seat, flush handle, cover, tank or bowl mounting hardware etc., are missing, loose, or damaged rendering the toilet unusable *AND* there is no other functional toilet in the unit.

Call-for-Aid – Inoperable (Unit)

Deficiency: The system does not function as intended.

Notes:

- 1) System to summon help. May be visual, audible, or both.
May be activated manually or automatically when pre-programmed conditions are met
- 2) Call- for- Aid system applies to Congregate Housing and Group Homes only.
- 3) Inspector should verify that the Call-for-Aid only alerts local entities (on-site) prior to testing. If the Call -for-Aid system is a monitored system that alerts an outside agency and the owner has provided recent documentation (within the previous 12 months) that 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 the owner cannot provide satisfactory test documentation, and cannot put the system in “test” mode, the system must be considered inoperable.

- 4) Call-for-Aid System will not be evaluated for deficiencies if all pull stations have been removed from the unit and all that remains is the light fixture over the unit’s door and/or the old enunciator panel is still mounted on a wall in the lobby. If any part of the old system remains (inside the unit) the inspector must evaluate this situation as an inoperable Call-for-Aid system
- 5) A life alert system such as a neck pendant or hand held, stand-alone, electronic monitoring system should not be evaluated.

Inspection Result:

Fail: The system does not function as intended.

Carbon Monoxide Detector (Unit)

Deficiency: A Carbon Monoxide detector is missing or inoperable.

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 and/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.
- 4) Record an inoperable combination smoke/carbon monoxide detector under “Smoke Detector – Missing/Inoperable (Unit)”.

Inspection Result:

Fail/ Life Threatening: A Carbon Monoxide detector is missing or does not function as it should.

Ceiling (Unit)

The visible overhead structure lining the inside of a room or area

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Holes
- Cracks
- Missing Tiles/Panels
- Water Stains/Water Damage

- Peeling/Needs Paint

Bulging/Buckling (Ceiling – Unit)

Deficiency: The ceiling is bowed, deflected, sagging, unkeyed or is no longer aligned horizontally to the extent that ceiling failure is possible.

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

Inspection Result:

Pass: Bulging, buckling, sagging, unkeyed plaster or a problem with alignment. Ceiling failure *is not* likely.

Fail: Bulging, buckling, sagging, unkeyed plaster or a problem with alignment. Ceiling failure *is* likely.

Comment: If the inspector believes that the ceiling surface deficiency is the result of a structural failure he/she must record a Health & Safety deficiency under “Health & Safety/ Hazards/ Structural Hazard”.

Holes (Ceiling – Unit)

Deficiency: The ceiling surface has punctures that may or may not penetrate completely.

Notes:

- 1) When multiple holes are observed in the same room, add them together to estimate size. Holes are cumulative per room or area.
- 2) The term “penetrates the concealed space” indicates that the inspector can see into the room above or into an area such as the attic or floor space above to the extent that the intended fire stop function of the ceiling material has been compromised.

Inspection Result:

Pass: Small holes that are smaller than or equal to a sheet of paper, 8¹/₂ inches by 11 inches.

Fail: A hole that is larger than a sheet of paper, 8¹/₂ inches by 11 inches, but it does not penetrate the concealed space.

Fail: Regardless of size, a hole that penetrates the concealed space.

Cracks (Ceiling – Unit)

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

Inspection Result:

Pass: A crack more than 1/8 inch wide and 11 inches long, but it does not penetrate the area above

Fail: Regardless of size, a crack that penetrates the area above.

Missing Panels/Tiles (Ceiling – Unit)

Deficiency: Panels or tiles are missing or damaged.

Note: When multiple missing ceiling tiles are observed in the same room, add them together to establish deficiency level. Ceiling tiles are cumulative per room or area.

Inspection Result:

Pass: No more than 3 tiles or panels are missing or damaged.

Fail: More than 3 tiles or panels are missing or damaged.

Water Stains/Water Damage (Ceiling – Unit)

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

Note: 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.

Inspection Result:

Pass: On any one ceiling, water stains over an area of less than 1 square foot but there is no active leak at the time of the inspection.

Fail: On any one ceiling, water damage over an area of less than 1 square foot that is the result of an active leak at the time of the inspection.

Pass: On any one ceiling, water stains over an area greater than 1 square foot but there is no active leak at the time of the inspection.

Fail: On any one ceiling, water damage over an area greater than 1 square foot that is the result of an active leak at the time of the inspection.

Peeling/Needs Paint (Ceiling – Unit)

Deficiency: Paint that is peeling, cracking, flaking, or otherwise deteriorated -OR- A surface that is not painted.

Inspection Result:

Pass: The affected area is larger than 1 square foot, but smaller than 4 square feet.

Pass: The affected area is larger than 4 square feet.

Comment: If peeling 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”.

Disconnected Utilities

Deficiency: Electric, Gas, or Water service to the unit has been disconnected or an oil or propane tank is empty.

Inspection Result:

Fail: A utility is disconnected due to weather, natural disaster, or other circumstance that is out of the owner and resident’s control.

-OR-

A utility is disconnected in an unoccupied unit.

Fail / Life Threatening: A utility is disconnected in an occupied unit.

Doors (Unit)

A means of access to the interior of a unit, room within the unit, or closet. Doors provide privacy and security, control passage, 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, mechanical, etc.
- Closet Doors

2) A door that services a unit patio/deck/porch regardless of floor level is considered an entry door.

This inspectable item can have the following deficiencies:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks
- Damaged Surface (Holes/Paint/Rust/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Deteriorated/Missing Seals (Entry Only)
- Missing Door

Damaged Frames/Threshold/Lintels/Trim (Doors – Unit)

Deficiency: A frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked or broken.

Note: If damage to a door's hardware, (locks, hinges, etc.) is observed, record this under Damage Hardware/Locks (Doors– Unit)”

Inspection Result:

Pass: At least 1 interior door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

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.

Fail: At least 1 entry door, fire rated/ labeled door, 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-

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-

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

Damaged Hardware/Locks (Doors – Unit)

Deficiency: 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 that the door can be secured.

Inspection Result:

- Pass:* A closet door does not function as it should or does not latch because of damage to the door's hardware.
- Pass:* An interior door does not function as it should or cannot be locked because of damage to the door's hardware.
- Pass:* A bathroom door does not function as it should because of damage to the door's hardware but privacy is still available.

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-

A unit door cannot be opened because of damage to the door's hardware.

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

Deficiency: 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

Inspection Result:

Pass: An interior door has a hole ¼ inch to 1 inch in diameter

Pass: An entry door has a hole ½ inch in diameter or less, cracked glass, significant peeling/cracking or no protective finish.

-OR-

A bathroom door has holes, rust that affects the integrity of the door surface, cracked or missing glass, significant

peeling/cracking or no protective finish but privacy is still available.

-OR-

An interior door has a hole greater than 1 inch, rust that affects the integrity of the door surface, broken or missing glass, significant peeling/cracking or no protective finish.

-OR-

A garage overhead door has a hole $\frac{1}{2}$ inch in diameter or less, cracked glass, significant peeling/cracking or no protective finish

Fail:

An entry door or garage overhead door has a hole or holes larger than $\frac{1}{2}$ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass or damage that compromises its weather or fire resistance.

-OR-

A fire rated/ labeled door has a hole or holes larger than $\frac{1}{4}$ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass, or damage that compromises its weather or fire resistance.

-OR-

A bathroom door has a hole, rust that affects the integrity of the door surface, broken/missing glass, that results in no privacy available.

Comments:

- 1) If the inspector believes that a door surface deficiency (such as broken glass) is a hazard he/she must record a Health & Safety deficiency under "Health & Safety/ Hazards".
- 2) If peeling 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 – Unit)

Deficiency: 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.

Inspection Result:

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

Pass: A security door is not functioning or missing.

Comment: If the inspector believes that a door deficiency (such as broken glass) is a hazard he/she must record a Health & Safety deficiency under "Health & Safety/ Hazards".

Deteriorated/Missing Seals (Entry Only) (Doors – Unit)

Deficiency: The seals, stripping, and sweep on the entry door(s) or fire rated doors intended to resist weather, smoke/fire, the entry of pests, and noise are damaged or missing.

Notes:

- 1) This defect applies only to entry doors or fire rated/ labeled doors that were designed with seals. If a door shows evidence that a seal was never part of its design, do not record it as a deficiency.
- 2) A door that services a unit patio/deck/porch regardless of floor level is considered an entry door.

Inspection Result:

Pass: The seals are missing on an entry door or fire rated/ labeled door, or they are so damaged that they do not function as they should but the resulting gap is less than ½ inch in width and there is no evidence of water infiltration.

-OR-

Light is observed around a closed door that has no seal deterioration but the resulting gap is less than ½ inch in width and there is no evidence of water infiltration.

-OR-

On a glass door there is condensation or discoloration between the glass panes of a thermal pane.

Fail: The seals are missing on 1 entry door or fire rated/ labeled door, or they are so damaged that they do not function as they should. The resulting gap is greater than ½ inch in width and/or there is evidence of water infiltration.

-OR-

Light is observed around a closed door that has no seal deterioration but the resulting gap is greater than ½ inch and/or there is evidence of water infiltration.

Missing Door (Doors – Unit)

Deficiency: A door is missing.

Notes:

- 1) A missing bathroom door is not a fail item 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 resident, 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.

Inspection Result:

Pass: A closet door is missing, and it is not a fire rated/ labeled door.

Pass: A door is missing, but it is not an entry door, bathroom door, or fire rated door.

Pass: A bathroom door is missing but privacy is provided.

Fail: A bathroom door is missing resulting in no privacy available.

-OR-

A fire rated/ labeled door or overhead garage door is missing.

Fail/ Emergency: An entry door is missing.

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 (Unit)" and light fixtures under "Lighting – Missing/Inoperable (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) 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 deficiency:

- Blocked Access to Electric Panel
- Burnt Breakers
- Evidence of Leaks Corrosion
- Frayed Wiring
- Ground Fault Circuit Interrupter (**GFCI**) /Arc Fault Circuit Interrupter (**AFCI**) Inoperable
- Missing Breakers/Fuses
- Missing Covers

Blocked Access to Electrical Panel (Electrical System – Unit)

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

Note: If an item that is easy to remove, like a picture, do not note this as a deficiency.

Inspection Result:

Fail: One or more item(s) of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

Burnt Breakers (Electrical System – Unit)

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

Inspection Result:

Fail: Carbon residue, melted breakers, or arcing scars.

Evidence of Leaks/Corrosion (Electrical System – Unit)

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

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

Inspection Result:

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 – Unit)

Deficiency: 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.

Inspection Result:

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

GFCI Missing/Inoperable (Electrical System – Unit)

Deficiency: The GFCI does not function.

Note:

- 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 outlets under “Receptacles (Outlets)/Switches (Unit)”.

Inspection Result:

Fail: The GFCI device does not function.

AFCI Missing/Inoperable (Electrical System – Unit)

Deficiency: The AFCI does not function.

Note: To determine whether the AFCI is functioning, the self-test button must be pressed.

Inspection Result:

Fail: The AFCI device does not function when tested.

Missing Breakers/Fuses (Electrical System – Unit)

Deficiency: 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/fuses.

Inspection Result:

Fail / Life Threatening: An open breaker/fuse port.

Missing Covers (Electrical System – Unit)

Deficiency: 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.
- 2) Do not consider low voltage wiring.

Inspection Result:

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

Floors (Unit)

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

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Floors – Unit)

Deficiency: The floor surface, underlayment, or subfloor 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)*.

Inspection Result:

Pass: Bulging, buckling, sagging, or a problem with alignment. Flooring failure *is not* likely.

Fail: Bulging, buckling, sagging, or a problem with alignment. Flooring failure *is* likely.

Comment: If the inspector believes that the flooring surface deficiency is the result of a structural failure he/she must record a Health & Safety deficiency under Health & Safety/ Hazards/ Structural Hazard.

Carpet is Missing/Damaged (Floors – Unit)

Deficiency: Damaged and/or missing carpet.

Inspection Result:

Pass: Approximately 10% to 50% of any room's soft floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams.

Pass: Approximately more than 50% of any room's soft floor covering has stains, burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material.

-OR-

Damage to the soft floor covering exposes the underlying material.

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

Hard Floor Covering Missing/Damaged - (Floors – Unit)

Deficiency: Hard flooring, terrazzo, hardwood, ceramic tile, sheet vinyl, vinyl tiles, or other similar flooring material, is missing section(s) or damaged.

Note: Applies to all flooring materials except carpet.

Inspection Result:

Pass: Approximately 10% to 50% of any single floor surface is affected.

Pass: Approximately more than 50% of any single floor surface is affected.

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

Peeling/Needs Paint (Floors – Unit)

Deficiency: For floors that are painted, paint that is peeling, cracking, flaking, or otherwise deteriorated.

Inspection Result:

Pass: The area affected is more than 1 square foot, but less than 4 square feet.

Pass: The area affected is more than 4 square feet.

Comment: When peeling 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 – Unit)

Deficiency: The subfloor has decayed or is decaying.

Notes:

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

Inspection Result:

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

Fail: Large areas of rot or spongy flooring over more than 4 square feet.

Water Stains/Water Damage (Floors – Unit)

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

Inspection Result:

- Pass:* Water stains or water damage over an area of less than 1 square foot as a result of an inactive leak.
- Fail:* Water damage over an area of less than 1 square foot as a result of an active leak. There is water on the floor.
- Pass:* Water stains or water damage over an area greater than 1 square foot as a result of an inactive leak.
- Fail:* Water damage over an area greater than 1 square foot as a result of an active leak. There is water on the floor.

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. It 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.

This inspectable item can have the following deficiencies:

- 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 – Unit)

Deficiency: 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.

Inspection Result:

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.

Pass: Coolant, water, or steam is escaping from unit casing and/or pump packing/system piping but the system still functions.

Convection/Radiant Heat System Covers Missing/Damaged (HVAC – Unit)

Deficiency: A cover on the convection/radiant heat system is missing or damaged, which could cause a burn or related injury.

Inspection Result:

Fail: At least 1 cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.

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

Fuel Supply Leaking (HVAC – Unit)

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

Inspection Result:

Fail: 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".

General Rust/Corrosion (HVAC – Unit)

Deficiency: A component of the system with deterioration from oxidation or corrosion of system parts. Deterioration is defined as rust and/or formations of metal oxides, flaking, or discoloration, or a pit or crevice.

Inspection Result:

Pass: Deterioration from rust and corrosion on the HVAC units in the dwelling unit. The system still provides enough heating or cooling

Fail/ Emergency: Deterioration from rust and corrosion on the HVAC units in the dwelling unit that renders the system inoperable or unable to maintain a minimum temperature in the major living areas.

Inoperable (HVAC – Unit)

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

Notes:

- 1) If the HVAC system does not operate because of seasonal conditions, do not record this as a deficiency.
- 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 for emergency heating or cooling with consideration for ambient temperature range and ventilation.

Inspection Result:

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.

Fail/ Emergency: The HVAC system does not function and fails to meet established criteria 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.

Misaligned Chimney/Ventilation System (HVAC – Unit)

Deficiency: The exhaust system on a fuel fired unit is misaligned, disconnected, negatively sloped, or exhibits any condition that allows the improper venting of dangerous gasses.

Inspection Result:

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

Noisy/Vibrating/Leaking (HVAC – Unit)

Deficiency: 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.

Inspection Result:

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 a minimum temperature range in the major living areas.

Fail/ Emergency: 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 a minimum temperature range in the major living areas.

Kitchen (Unit)

A place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.

This inspectable item can have the following deficiencies:

- Cabinets - Missing/Damaged
- Countertops - Missing/Damaged
- Dishwasher/Garbage Disposal - Inoperable
- Plumbing - Clogged Drains
- Plumbing - Leaking Faucets/Pipes
- Range Hoods/Exhaust Fans - Excessive Grease/Inoperable
- Range/Stove/Oven/Qualifying Microwave - Missing/Damaged/Inoperable
- Refrigerator - Missing/Damaged/Inoperable
- Sink - Missing/Damaged

Cabinets – Missing/Damaged (Kitchen – Unit)

Deficiency: 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 deficiencies are based on defects observed 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.

Inspection Result:

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.

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.

Fail: More than 10% of the cabinets, doors, or shelves are missing or the laminate is separating. Condition eliminates the space for the storage of food.

Countertops – Missing/Damaged (Kitchen – Unit)

Deficiency: A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

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

Inspection Result:

Pass: 20% or more of the 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.

Fail: 20% or more of the 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.

Dishwasher/Garbage Disposal - Inoperable (Kitchen – Unit)

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

Note: Do not evaluate a dishwasher that is not intended to be permanently installed.

Inspection Result:

Pass: The dishwasher or garbage disposal does not function.

Range Hood/Exhaust Fans – Excessive Grease/Inoperable (Kitchen – Unit)

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

Inspection Result:

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

-OR-

Unit is missing its designed filter.

Pass: The exhaust fan does not function. The fan *is not* designed and installed to vent to the exterior of the unit.

Pass: The exhaust fan does not function. The fan *is* designed and installed to vent to the exterior of the unit.

-OR-

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

-OR-

The flue may be completely blocked.

Range/Stove – Missing/Damaged/Inoperable (Kitchen - Unit)

Deficiency: The unit 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.

Inspection Result:

Pass: The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges - flames are not distributed equally, the pilot light is out on one or more burners.

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

Fail: The unit is missing.

-OR-

One or more burners are not functioning.

-OR-

The oven is not functioning.

-OR-

The oven door handle is missing.

Qualifying Microwave – Missing/ Inoperable (Kitchen – Unit)

Deficiency: A qualifying microwave is missing or inoperable.

Inspection Result:

Fail: A qualifying microwave is missing or inoperable.

Refrigerator – Missing/Damaged/Inoperable (Kitchen – Unit)

Deficiency: 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 and/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 refrigerator that is obviously too small to accommodate the family's needs shall be recorded as inoperable with an appropriate comment.

Inspection Result:

Pass: The refrigerator has an excessive accumulation of ice.

-OR-

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

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 unit's ability to maintain the required temperature.

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.

Sink – Missing/Damaged (Kitchen – Unit)

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

Notes:

- 1) If a stopper is missing, do not record it as a deficiency.
- 2) Do not evaluate sink accessories such as sprayers, instant hot water dispensers, soap dispensers, etc. as hardware; look for leaks only on these items.

Inspection Result:

Pass: Extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.

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

Fail: The sink or hardware is either missing or not functioning.

-OR-

The sink has either a missing or improper trap.

Plumbing – Clogged Drains (Kitchen – Unit)

Deficiency: The water does not drain adequately.

Inspection Result:

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

Fail: The drain is completely clogged, and water will not drain at all.

Plumbing – Leaking Faucets/Pipes (Kitchen – Unit)

Deficiency: A basin faucet or drain connections leak.

Note: The phrase “the flow or containment of water cannot be controlled” means there is flooding.

Inspection Result:

Pass: There is a slow drip when the control is in the “Off” position and it is contained by the sink basin.

-OR-

There is a leak or drip when the control is in the “On” position and it is contained by the sink basin.

Fail: There is a steady leak when the control is in the “Off” position and it is contained by the sink basin.

-OR-

A steady leak that is not contained by the basin, adversely affects the surrounding area, but the flow or containment of water can be controlled.

Fail/Emergency: A steady leak that is not contained by the basin, adversely affects the surrounding area, and the flow or containment of water cannot be controlled.

Laundry Area/Room (Unit)

Place where soiled clothes and linens are washed and/or dried.

This inspectable item can have the following deficiencies:

- Dryer vent missing/damaged/blocked.
- Dryer vent cap missing.
- Utility sink leaking/ inoperable/ clogged drain.
- Washer hookup leaking.

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

Deficiency: 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.

Inspection Result:

Pass: Exterior dryer vent cover/cap is missing.

Fail: Electric dryer vent is missing, damaged or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented.

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

Utility Sink Leaking/ Inoperable – (Laundry Area/Room - Unit)

Deficiency: Laundry/Utility Sink is leaking from either hardware or drain.

Notes:

1. A utility sink located separate from the washer/dryer (ex. basement or garage) would be evaluated here.
2. The phrase “the flow or containment of water cannot be controlled” means that there is flooding.

Inspection Result:

Pass: There is a slow drip when the control is in the “Off” position and it is contained by the sink basin.

-OR-

There is a leak or drip when the control is in the “On” position and it is contained by the sink basin.

Fail: There is a steady leak when the control is in the “Off” position and it is contained by the sink basin.

-OR-

A steady leak that is not contained by the basin, adversely affects the surrounding area, but the flow or containment of water can be controlled.

-OR-

The sink has either a missing or improper trap.

Fail/Emergency: A steady leak that is not contained by the basin, adversely affects the surrounding area, and the flow or containment of water cannot be controlled.

Utility Sink – Clogged Drains – (Laundry Area/Room - Unit)

Deficiency: The water does not drain adequately.

Inspection Result:

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

Fail: The drain is completely clogged, and water will not drain at all.

Washer Hookup Leaking – (Laundry Area/Room - Unit)

Deficiency: The Hot/Cold Water shut off valves supplying the washer and/or the hoses from the valves to the washer are actively leaking.

Note: Leaks originating from the water supply lines servicing the laundry area are evaluated under “Building Systems/ Domestic Water/ Leaking Central Water Supply”.

Inspection Result:

Fail: Washer hook up is actively leaking.

Lighting – (Unit)

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

Note: A light that is part of a 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 inspectable item can have the following deficiencies:

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

Lighting – Missing/Inoperable (Unit)

Deficiency: 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 he/she should record an electrical hazard under "Electrical Hazards (Health and Safety)".
- 3) The inspector should give the owner/resident every opportunity to replace a burned out light bulb. This inspectable item is intended to capture a fault more serious than a light bulb.

Inspection Result:

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

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

Lighting – Loose/Hanging Light Fixture (Unit)

Deficiency: 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.

Inspection Result:

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

- OR-

A light fixture that is not readily accessible is hanging by its wires.

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

- OR-

The readily accessible light fixture is hanging by its wires.

Lighting – Fixture Globe Missing/Damaged (Unit)

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

Note: A component of the light fixture that serves as a protective cover. It provides protection from weather and/or impact.

Inspection Result:

Pass: Light fixture has a missing or damaged globe.

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

Lighting – Light Bulb Missing/Broken (Unit)

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

Note: Light bulbs associated with a permanent, switched, light fixture.

Inspection Result:

Pass: Light fixture has a missing or broken bulb, but the open socket is not readily accessible and does not pose a hazard.

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

Fail/ Life Threatening: Light fixture has a missing or broken bulb, and the open socket is readily accessible to the resident.

Receptacles (Outlets) /Switches (Unit)

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

This inspectable item can have the following deficiencies:

- Missing Switches/ Receptacles(outlets)
- Inoperable Switches/ Receptacles (outlets)
 - Not properly wired
 - Broken with exposed connections
 - Unprotected receptacles(outlets)
bathroom/kitchen/laundry/exterior
- GFCI /Inoperable
- AFCI Inoperable
- Missing/Broken Cover Plates

Missing (Receptacles (Outlets) /Switches – Unit)

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

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

Inspection Result:

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

Broken (Receptacles (Outlets) /Switches – Unit)

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

Inspection Result:

Fail/ Life Threatening: A receptacle (outlet) or switch is broken resulting in exposed electrical connections.

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

Deficiency: When tested, a receptacle (outlet) appears to be “dead” with no indication of current at the receptacle (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 he/she 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.

Inspection Result:

Fail: When tested, a receptacle (outlet) appears to be “dead” with no indication of current at the receptacle (outlet).

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

Deficiency: 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: When 2 prong 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.

Inspection Result:

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

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

Deficiency: The flush plate used to cover the opening around a switch or outlet is damaged or missing.

Inspection Result:

Pass: An outlet or switch has a broken cover plate but this does not cause electrical connections / wires to be exposed.

Fail / Life Threatening: A cover plate is missing, loose or so damaged, causing electrical connections / wires to be exposed.

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

Deficiency: 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:

- GFCI-protected receptacles(outlets) (either by branch circuit breakers or GFCI-protected outlets) shall be installed in the following convenience appliance 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
- Convenience appliance receptacles (outlets) are defined as receptacles (outlets) where small/ convenience appliances are repeatedly plugged in and unplugged
- The 6 feet is measured from the edge of the sink to the center of each set of the receptacle's contact openings.
- Receptacles (outlet) designated for major appliances such as refrigerator, washing machines, dishwasher

/ disposal, microwave, etc., regardless of distance from sink are not evaluated under this section.

Inspection Result:

Fail: A receptacles (outlet) outlet located within 6 feet of a kitchen, bathroom, and laundry sink, or on the exterior of the unit is not GFCI protected.

GFCI Inoperable (Receptacles (Outlet) /Switches – Unit)

Deficiency: 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 be 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)”.

Inspection Result:

Fail: The GFCI device does not function.

AFCI Missing/Inoperable (Receptacles/Switches – Unit)

Deficiency: The Arc-Fault Receptacle does not function.

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)*”.

Inspection Result:

Fail: AFCI does not function when tested.

Smoke Detector – Missing/Inoperable (Unit)

Deficiency: A smoke detector will not activate or is missing.

comment: Sensor to detect the presence of smoke and activate an alarm. It may be battery operated or hard-wired to electrical system. It may provide visual signal, audible signal or both.

Notes:

1. There must be at least 1 smoke detector on each level.
2. If a smoke detector is there, it must function as it should.
3. "Missing" means that evidence suggests that unauthorized 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. Inspector should verify that 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.

Inspection Result:

Fail/ Life Threatening: A single 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.

Stairs (Unit)

A series of 4 or more steps and risers, or flights of stairs, joined by landings connecting levels of a unit. Includes supports, frame,-stringers, risers, treads, handrails, and guardrails.

This inspectable item can have the following deficiencies:

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

Broken/Missing Handrails (Stairs – Unit)

Deficiency: The handrail is loose, damaged, or missing.

Inspection Result:

Fail: The handrail for 4 or more stair risers is either missing, damaged, loose or otherwise unusable.

Broken/Missing Guardrails (Stairs – Unit)

Deficiency: A guardrail at the height of 30 inches or more above adjacent floor/grade is loose, damaged, or missing.

Inspection Result:

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/Hazards”.

Broken/Damaged/Missing Steps (Stairs – Unit)

Deficiency: The horizontal tread or stair component is damaged or missing.

Inspection Result:

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/Hazards**”.

Patio/Porch/Balcony – Baluster/Guardrails Damaged (Unit)

Deficiency: A baluster or side railing on the porch/patio/balcony is loose, damaged or does not function, which limits the safe use of this area.

Note: A patio, porch, balcony, or deck intended for the sole use of the Unit. Balusters and railings consist of post, pickets, top and bottom rails or any type of rail system that provides fall protection for occupants using the patio, porch, or balcony.

Inspection Result:

Fail: The baluster or side rails enclosing this area are loose or damaged limiting the safe use of this area.

-OR-

The baluster or side rails enclosing this area are missing in an area 30 inches or more measured vertically from adjacent floor/grade.

Walls (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 inspectable item can have the following deficiencies:

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

Bulging/Buckling (Walls – Unit)

Deficiency: A wall is bowed, deflected, sagged, unkeyed, or is no longer vertically aligned to the extent that wall failure is possible.

Note: Applies to walls surface materials such as gypsum and plaster.

Inspection Result:

Pass: Bulging, buckling, sagging, unkeyed plaster or that the wall is no longer vertically aligned. Wall failure is not likely.

Fail: Bulging, buckling, sagging, unkeyed plaster or that the wall is no longer vertically aligned. Wall failure is likely.

Comment: If the inspector believes that the wall surface deficiency is the result of a structural failure he/she must record a Health & Safety deficiency under “Health & Safety/ Hazards/ Structural Hazard.”

Damaged (Walls – Unit)

Deficiency: 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.

Inspection Result:

Pass: In a wall a hole, missing tile or panel or other damage that is between 1 square inch and 8 ¹/₂ inches by 11 inches. The hole does not penetrate the adjoining room/area.

-OR-

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

Fail: In a wall a hole, missing tile or panel or other damage that is larger than a sheet of paper, 8 ¹/₂ inches by 11 inches, and does not penetrate the adjoining room.

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

Damaged/Deteriorated Trim (Walls – Unit)

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

Inspection Result:

- Pass:* Small areas of deterioration in the trim surfaces, and 5% to 10% of the linear footage of trim in the room is affected
- Pass:* Large areas of deterioration in the trim surfaces, and 10% to 50% of the linear footage of trim in the room is affected
- Pass:* A significant area of deterioration in the wall surfaces, and more than 50% of the linear footage of trim in the room is affected.

Water Stains/Water Damage (Walls – Unit)

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

Inspection Result:

- Pass:* On any one wall, water stains over an area of less than 1 square foot but there is no active leak at the time of the inspection.
- Fail:* On any one wall, water damage over an area of less than 1 square foot that is the result of an active leak at the time of the inspection.

Pass: On any one wall, water stains over an area of greater than 1 square foot but there is no active leak at the time of the inspection.

Fail: On any one wall, water damage over an area of greater than 1 square foot that is the result of an active leak at the time of the inspection.

Peeling/Needs Paint (Walls – Unit)

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

Inspection Result:

Pass: The affected area affected is more than 1 square foot but less than 4 square feet.

Pass: The affected area is more than 4 square feet.

Comment: If peeling 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”.

Water Heater (Unit)

This inspectable item can have the following deficiencies:

- General Rust/Corrosion
- Inoperable Unit/Components

- Leaking Valves/Tanks/Pipes
- Misaligned Chimney/Ventilation System
- Missing Flame Shield / Divider
- Pressure Relief Valve/Discharge Line

General Rust/Corrosion (Water Heater – Unit)

Deficiency: The equipment or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting or crevices.

Inspection Result:

Pass: Superficial surface rust.

Pass: Significant formations of metal oxides, flaking, discoloration, or a pit or crevice. Which does not prevent the equipment or piping from functioning.

Fail: Significant formations of metal oxides, flaking, discoloration or a pit or crevice. Because of this condition, the equipment or piping does not function.

Inoperable Unit/Components (Water Heater – Unit)

Deficiency: Hot water supply is not available, because the system or system components have malfunctioned.

Inspection Result:

Fail/ Emergency: After running the hot water for a while, water from the hot water taps is not warmer than room temperature.

Leaking Valves/Tanks/Pipes (Water Heater – Unit)

Deficiency: Water leaking from any hot water system component, including valves, flanges, stems, bodies, domestic hot water tank or its piping.

Inspection Result:

Fail: Water leaking.

Misaligned Chimney/Ventilation System (Water Heater – Unit)

Deficiency: The ventilation system on a fuel fired water heater is misaligned, damaged, disconnected, or negatively pitched so that may result in the improper or dangerous venting of gases.

Inspection Result:

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

Missing Flame Shield/Divider (Water Heater – Unit)

Deficiency: The flame shield or required safety divider to a fuel fired water heater is missing.

Inspection Result:

Fail: The flame shield or required safety divider to a fuel fired water heater is missing.

Pressure Relief Valve/Discharge Line (Water Heater – Unit)

Deficiency: The pressure relief valve on the unit water heating system is missing, damaged, blocked, or the relief valve discharge piping does not extend to within 18" off the floor, a floor drain, to an indirect waste receptor or to the outdoors.

Note: 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.

Inspection Result:

Fail: The pressure relief valve on the unit water heating system is either missing, damaged, blocked, or does not extend to within 18" off the floor or is improperly installed.

Windows (Unit)

Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials generally include wood, aluminum and vinyl.

This inspectable item can have the following deficiencies:

- 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 – Unit)

Deficiency: A glass pane is cracked, broken or missing from the window sash.

Inspection Result:

Pass: A cracked window pane.

Fail: A window pane is broken or missing from the window sash.

Comment: If the inspector believes that the condition has resulted in a hazardous condition, record the hazard manually under “Health & Safety/Hazards”.

Damaged/Missing Screens (Windows – Unit)

Deficiency: Screens are punctured, torn, otherwise damaged, or missing.

Inspection Result:

Pass: One or more screen(s) in a unit are punctured, torn, otherwise damaged or missing.

Damaged Sills/Frames/Lintels/Trim (Windows – Unit)

Deficiency: The sill, frames, sash, lintels or trim are damaged by decay, rust, rot, corrosion or other deterioration.

Note: Damage does not include scratches and cosmetic deficiencies.

Inspection Result:

Pass: Damage to sills, frames, sash, lintels or trim but nothing is missing. The inside of the surrounding wall is not exposed. No impact on either the operation or function of the window or on its weather tightness.

-OR-

A sill, frames, sash, lintels, or trim are missing or damaged enough to expose the inside of the surrounding walls but does not compromise its weather tightness.

Fail: Sills, frames, sash lintels, or trim are missing or damaged enough to expose the inside of the surrounding walls and do compromise its weather tightness.

Fail: Sills, frames, sash lintels, or trim are missing or damaged enough to result in damage to the inside of the surrounding walls and compromise its weather tightness.

Inoperable/Not Lockable (Windows – Unit)

Deficiency: 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 closed. 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.

Inspection Result:

Pass: A window is not functioning but can be secured. Other windows in the immediate area are functioning.

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

Fail: A window is not functioning. In the immediate area, there are no other windows that are functioning properly.

-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 – Unit)

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

Note: This includes thermo-pane and insulated windows that have failed.

Inspection Result:

Pass: Two or more seals for any window have lost their elasticity (they crumble and flake when touched) but the window is weather tight and there is no damage to surrounding structure.

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

Fail: Due to seal deterioration, a window is damaged and/or no longer weather tight.

-OR-

Due to seal deterioration there is damage to the surrounding structure.

-OR-

One or more seals for any window have lost their elasticity (they crumble and flake when touched) and the window is not weather tight and/or there is damage to surrounding structure.

Peeling/Needs Paint (Windows – Unit)

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

Inspection Result:

Pass: Peeling paint or a window that needs paint.

Comment: If peeling 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*.

BUILDING SYSTEMS

The building wide systems/ components that provide essential services to the voucher unit, such as water, sewer, power, fire protection, elevators, etc.

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

This inspectable item can have the following deficiencies:

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

Leaking Central Water Supply (Domestic Water – Building Systems)

Deficiency: 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 dwelling 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.

Inspection Result:

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

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)

Deficiency: The ventilation system on a fuel fired water heater is misaligned, damaged, disconnected, or negatively pitched so that may result in the improper or dangerous venting of gases.

Inspection Result:

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

Pressure Relief Valve/Discharge Line (Domestic Water – Building Systems)

Deficiency: The pressure relief valve on the central hot water heating system is missing, damaged, blocked or the relief valve discharge piping does not extend to within 18" off the floor, a floor drain, to an indirect waste receptor or to the outdoors.

Note: 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.

Inspection Result:

Fail: The pressure relief valve on the water heating system is either missing, damaged, blocked, does not extend to within 18 inches off the floor or is improperly installed.

Water Well Inoperable/Contaminated (Domestic Water – Building Systems)

Deficiency: The water well or any of its components is 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.

Inspection Result:

Fail: The well is unable to supply potable water.

Electrical System (Building Systems)

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

Note:

- 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 (outlet) 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 deficiencies:

- 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)

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

Inspection Result:

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

Burnt Breakers (Electrical System – Building Systems)

Deficiency: Breakers have carbon on the plastic body or the plastic body is melted and scarred.

Inspection Result:

Fail: Any carbon residue, melted breakers or arcing scars.

Evidence of Leaks/Corrosion (Electrical System – Building Systems)

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

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

Inspection Result:

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)

Deficiency: 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.

Inspection Result:

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

GFCI Inoperable (Electrical System – Building Systems)

Deficiency: The GFCI does not function.

Note: To determine whether the GFCI is functioning, the self-test button in the GFCI device must be pressed

Inspection Result:

Fail: The GFCI device does not function.

AFCI Inoperable (Electrical System – Building Systems)

Deficiency: The AFCI not function.

Note: To determine whether the AFCI is functioning, the self-test button on the AFCI device must be pressed

Inspection Result:

Fail: The AFCI does not function when tested.

Missing Breakers/Fuses (Electrical System – Building Systems)

Deficiency: In a panel board, main panel board or other electrical box containing circuit breakers an open circuit breaker position that is not appropriately blanked off.

Inspection Result:

Fail/ Life Threatening: An open breaker port or open port is not properly blanked off.

Missing Covers (Electrical System – Building Systems)

Deficiency: The cover is missing from any electrical device box, panel box, switch gear box or control panel with exposed electrical connections

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

Inspection Result:

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)

Deficiency: The elevator certificate is expired or missing, will not ascend or descend, door will not open or close or elevator door opens when the cab is not there.

Notes:

- 1) The inspector must review the elevator certificate to ensure that it is current. 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.

Inspection Result:

Pass: The elevator is inoperable but there is another functioning elevator in the building that is usable by the resident.

Fail: The elevator does not function at all and there is no other functioning elevator in the building that is usable by the resident.

-OR-

The elevator certificate is expired or missing

Fail/ Emergency: The elevator doors open when the cab is not there.

Elevator – Tripping (Elevators – Building Systems)

Deficiency: 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.

Inspection Result:

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.

Note: 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 would not be evaluated under this inspectable item.

This inspectable item can have the following deficiencies:

- 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)

Deficiency: Emergency lighting t does not function as it should (provides illumination during power outages)

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

Inspection Result:

Fail: Auxiliary lighting does not function as it should.

Missing Exit Signs (Emergency Power – Building Systems)

Deficiency: 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 not required and should not be recorded as a deficiency if they have not been previously installed at an exit.
- 2) Limited to exit signs marking the most likely path of egress from the voucher unit or common area frequented by the resident.

Inspection Result:

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)

Deficiency: Records are not properly maintained or available.

Inspection Result:

Fail: No run-up records covering the past 12 months are available.

Fire Protection (Building Systems)

Fire protection designed to minimize the effects of a fire and may include the following: portable fire extinguishers and permanent sprinkler systems.

This inspectable item can have the following deficiencies:

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

Note: This does not include fire detection, alarm and control devices.

Missing Sprinkler Head (Fire Protection – Building Systems)

Deficiency: 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 manufacturer.

Note:

- 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.

Inspection Result:

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)

Deficiency: A portable fire extinguisher is not where it should be, damaged, discharged, overcharged or the extinguisher certification has expired.

Notes:

- 1) Common area fire extinguishers are evaluated only when directly along the resident's most common path of travel/egress or located in an area intended for resident use.
- 2) If the inspection tag is missing during the inspection, the owner/representative may produce proof that the fire extinguisher certification is current. If such proof was provided, do not record a deficiency for a missing tag.
- 3) 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.

Inspection Result:

Fail/ Life Threatening: Fire extinguisher is missing, damaged, discharged, overcharged or expired.

Sanitary System (Building Systems)

The portion of the building system that provides disposal of waste products with discharge to the local sewage system. It can include sources such as domestic plumbing fixtures, floor drains and other area drains. It consists of floor drains and traps, collection sumps, sewage ejectors, sewage pumps, collection piping, fittings, valves and supports.

Note: This does not include site storm drainage. Refer to *“Damaged/Obstructed (Storm Drainage – Site)”*.

This inspectable item can have the following deficiencies:

- 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)

Deficiency: A drain is clogged or that components of the sanitary system are leaking.

Inspection Result:

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)

Deficiency: 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 resident should be evaluated for any condition that could present a hazard.

Inspection Result:

Pass: A drain cover is missing/ damaged.

-OR-

A clean out cover is missing/ damaged but there is no direct effect on the unit.

Fail: A clean out cover is missing/ damaged and there is a direct negative effect on the unit.

-OR-

A manhole cover is missing/ damaged.

Septic System (Sanitary System – Building Systems)

Deficiency: 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.

Inspection Result:

Fail: The septic system has visibly failed.

BUILDING EXTERIOR

Exterior is limited to the vertical and horizontal surfaces of the structure including exterior surface of attached carports, garages, storage or mechanical sheds, etc. within the drip line of the building's roof. On multi-unit buildings, only consider exterior deficiencies that directly and adversely affect the target unit.

BUILDING EXTERIOR INSPECTABLE ITEMS

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

- Fire Escapes
- Foundations
- Roofs
- Walls

Fire Escapes (Building Exterior)

All buildings must have acceptable fire exits. This includes both stairway access doors and external exits. These can include external fire escapes, fire towers, and operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground.

This inspectable item can have the following deficiencies:

- Blocked Egress/Ladders
- Visibly Missing Components

Blocked Egress/Ladders (Fire Escapes – Building Exterior)

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

Note: This includes fire escapes, fire towers and windows or doors providing direct access to the fire escape that would be used in an emergency.

Inspection Result:

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

Visibly Missing Components (Fire Escapes – Building Exterior)

Deficiency: Any of the components that affect the function of the fire escape are missing.

Inspection Result:

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.

Foundations/Slabs (Building Exterior)

The 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 deficiencies:

- Cracks/Gaps
- Spalling/Exposed Rebar

Cracks/Gaps (Foundations – Building Exterior)

Deficiency: A split in the exterior of the lowest structural wall/floor slab.

Note: Cracks that show evidence of water penetration should be evaluated here.

Inspection Result:

Pass: Cracks more than 1/8 inch wide by 1/8 inch deep by 6 inches long.

-OR-

Large pieces of material (i.e., bricks) are separated or missing from the wall or floor.

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 he/she must record a Health

& Safety deficiency *under Health & Safety/ Hazards/ Structural Hazard.*

Spalling/Exposed Rebar (Foundations – Building Exterior)

Deficiency: A concrete or masonry wall is flaking, chipping, or crumbling, possibly exposing underlying reinforcing material (rebar).

Note: Evaluate spalling (surface failure) relative only to the percentage of the foundation area observed. The percentage is to be calculated based on each foundation wall of the building.

Inspection Result:

Pass: Spalling in area(s) affecting 10% to 50% of any foundation wall.

Pass: Spalling in 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 that the foundation deficiency has resulted in a structural failure he/she must record a Health & Safety deficiency under *Health & Safety/ Hazards/ 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 deficiencies:

- 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)

Deficiency: 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.

Inspection Result:

Pass: Debris around or in a drain, but no evidence of ponding.

-OR-

The drain is damaged or partially clogged with debris, but the drain system still functions and no evidence of ponding.

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

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

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

Inspection Result:

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

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

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)

Deficiency: 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: This does not include soffit vents. Soffit vents are covered under “Damaged Soffits/Fascia/Soffit Vents (Roofs – Building Exterior)”.

Inspection Result:

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

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.

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)

Deficiency: Membrane or flashing 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.

Inspection Result:

- Pass:* Ballast has shifted and no longer functions as it should.
- Pass:* Signs of damage, as defined above, to the membrane that may result in water penetration but there is no resulting damage to the interior of the unit.
- Fail:* Signs of damage, as defined above, 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)

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

Inspection Result:

- Pass:* Splash blocks are missing or damaged.
- Pass:* Drainage system components are missing or damaged, but there is no visible damage to the roof, structure, exterior wall surface, or interior.

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.

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)

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

Note: A square is 100 square feet.

Inspection Result:

Pass: Up to 1 square of surface material or shingles is missing or damaged from surveyed roof areas but condition does not result in damage to the interior of the unit.

Fail: Up to 1 square of surface material or shingles is missing or damaged from surveyed roof areas and condition does result in damage to the interior of the unit.

Pass: One to 2 squares of surface material or shingles are missing or damaged from surveyed roof areas but condition does not result in damage to the interior of the unit.

- Fail:* One to 2 squares of surface material or shingles are missing or damaged from surveyed roof areas and condition does result in damage to the interior of the unit.
- Pass:* More than 2 squares of shingles are missing or damaged from surveyed roofing areas but condition does not result in damage to the interior of the unit.
- Fail:* More than 2 squares of shingles are missing or damaged from surveyed roofing areas and 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 deficiencies:

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

Cracks/Gaps (Walls – Building Exterior)

Deficiency: Aa split, separation, or gap in the exterior walls.

Inspection Result:

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.

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 he/she must record a Health & Safety deficiency under “Health & Safety/ Hazards/ Structural Hazard”.

Damaged Chimneys (Walls – Building Exterior)

Deficiency: 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).

Inspection Result:

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

Pass: The surface of the chimney shows surface damage on more than 1 piece of wall; for example, a few bricks or a section of 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

Fail: Part or the entire 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/ Hazards/Other*.

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

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

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

Inspection Result:

Pass: Mortar is missing around a single masonry unit.

-OR-

Deteriorated caulk is confined to less than 12 inches.

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)

Deficiency: 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 or a concrete, stucco or masonry wall that is flaking, chipping or crumbling.

Note:

- 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.

Inspection Result:

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

Pass: Missing /damaged/loose piece; i.e., 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

Pass: More than 1 missing/damaged/loose piece; i.e., 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

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)

Deficiency: 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.

Inspection Result:

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

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

COMMON AREAS

Common Areas included during a UPCS-V inspection consist of primary and secondary egress paths from the voucher unit's entry door, and common amenities such as laundry room, community room and mail room.

If the participant has access to the mechanical room, it shall be fully inspected for health and safety issues. If not, the inspector will primarily inspect the function and condition of the equipment only.

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.

- Day Care - place that provides daytime supervision, training, and medical services for preschool children or for the elderly.
- 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.
- Office - a place in which business, professional, or clerical activities are conducted.
- 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.

The items within locations to be inspected for “Common Areas” are listed below.

- Call for Aid
- Ceiling
- Doors
- Electrical System
- Floors
- Graffiti
- HVAC
- Kitchen Items
- Laundry
- Lighting
- Mailboxes
- Patio/Porch/Balcony
- Pool
- Receptacles/Switches
- Restrooms
- Smoke Detector
- Stairs/Ramps
- Trash Chutes
- Walls
- Water Heater
- Windows

Call-for-Aid – Inoperable (Common Areas)

The system to summon help. It may be visual, audible, or both. It may be activated manually or automatically when pre-programmed conditions are met.

Deficiency: The system does not function.

Notes:

- 1) Inspector should verify that the Call-for-Aid only alerts local entities (on-site) prior to testing. If the call-for-Aid system is a monitored system that alerts an outside agency, and the owner has provided recent documentation (within the previous 12 months) that 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 the owner cannot provide satisfactory test documentation, and cannot put the system in “test” mode, the system must be considered inoperable.
- 2) Call-for-Aid System will not be evaluated for deficiencies if all pull stations have been removed from the common area utilized by the resident and all that remains is the light fixture over the room’s door and/or the old enunciator panel is still mounted on a wall in the lobby. If any part of the old system remains (in common areas in use) the inspector must evaluate this situation as an inoperable Call-for-Aid system.
- 3) A life alert system such as a neck pendant or hand held, stand-alone, electronic monitoring system should not be evaluated.

Inspection Result:

Fail: The system does not function as intended.

Ceiling (Common Areas)

The visible overhead structure lining the inside of a room or area.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Holes
- Cracks
- Missing Tiles/Panels
- Water Stains/Water Damage
- Peeling/Needs Paint

Bulging/Buckling (Ceiling – Common Areas)

Deficiency: The ceiling is bowed, deflected, sagging, unkeyed, or is no longer aligned horizontally to the extent that ceiling failure is possible.

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

Inspection Result:

Pass: Bulging, buckling, sagging, has unkeyed plaster, or a problem with alignment. Ceiling failure is not likely.

Fail: Bulging,, buckling, sagging, has unkeyed plaster or a problem with alignment. Ceiling failure is likely.

Comment: If the inspector believes that the ceiling surface deficiency is the result of a structural failure he/she must record a Health & Safety deficiency under Health & Safety/ Hazards/ Structural Hazard.

Holes (Ceiling – Common Areas)

Deficiency: The ceiling surface has punctures that may or may not penetrate completely.

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

Inspection Result:

Pass: Small holes that are smaller than a sheet of paper, 8¹/₂ inches by 11 inches.

Pass: A hole that is larger than a sheet of paper, 8¹/₂ inches by 11 inches, but it does not penetrate the area above.

Pass: Regardless of size, a hole that penetrates the area above.

Cracks (Ceiling – Common Areas)

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

Inspection Result:

Pass: A crack more than 1/8 inch wide and 11 inches long, but it does not penetrate the area above.

Pass: Regardless of size, a crack that penetrates the area above.

Missing Panels/Tiles (Ceiling – Common Areas)

Deficiency: Panels or tiles are missing or damaged.

Note: When multiple missing ceiling tiles are observed in the same room or area, add them together to establish deficiency level. Ceiling tiles are cumulative per room or area.

Inspection Result:

Pass: No more than 3 tiles or panels are missing or damaged.

Pass: More than 3 tiles or panels are missing or damaged.

Water Stains/Water Damage (Ceiling – Common Areas)

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

Inspection Result:

Pass: On any one ceiling , water stains over an area of less than 1 square foot but there is no active leak at the time of the inspection.

Pass: On any one ceiling, water stains over an area greater than 1 square foot but there is no active leak at the time of the inspection.

Pass: On any one ceiling, water damage of any size that is the result of an active leak at the time of the inspection.

Peeling/Needs Paint (Ceiling – Common Areas)

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

Inspection Result:

Pass: The affected area is larger than 1 square foot, but smaller than 4 square feet.

Pass: The affected area is larger than 4 square feet.

Comment: If peeling 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 (Common Areas)

A means of access to the interior of a building, stairwell or room.
Doors provide privacy and security, control passage, provide fire and weather resistance.

Note: 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 inspectable item can have the following deficiencies:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks
- Damaged/Missing Screen/Storm/Security Door
- Damaged Surface – (Holes/Paint/Rust/Glass)
- Deteriorated/Missing Seals (Entry Only)
- Missing Door

Threshold/Lintels/Trim (Doors – Common Areas)

Deficiency: A frame, header, jamb, threshold, lintel or trim that is warped, split, cracked, or broken.

Note: Damage to a door's hardware, (locks, hinges, etc.) must be recorded under "Damage Hardware/Locks (Doors – Common Areas)".

Inspection Result:

Pass: At least 1 interior common door (not an entry, restroom, or fire rated/ labeled door) is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel or trim.

Pass: At least 1 restroom door or entry door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

-OR-

At least 1 fire rated/ labeled door, which is not along the path of egress from the Unit to an exit point, is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

Fail: At least 1 fire rated/ labeled door, which is along the path of egress from the Unit to an exit point, is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

Damaged Hardware/Locks (Doors – Common Areas)

Deficiency: The attachments to a door that provide hinging, hanging, opening, closing 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.

Note: If a door is designed to have a lock, the lock should work. If a door is designed without locks, do not record it as a deficiency.

Inspection Result:

Pass: A non-rated/un-labeled closet door does not function as it should or cannot be locked because of damage to the door's hardware.

Pass: A non-rated/un-labeled interior door does not function as it should or cannot be locked because of damage to the door's hardware.

Pass: An entry door or restroom door does not function as it should because of damage to the door's hardware (It does not properly latch or cannot be locked if designed to lock).

-OR-

A fire rated/labeled door, which is not along the path of egress from the unit to an exit point, does not function as it should because of damage to the door's hardware (It does not properly latch or cannot be locked if designed to lock).

Fail: A fire rated/labeled door, which is along the path of egress from the unit to an exit point, does not function as it should because of damage to the door's hardware (It does not properly latch or cannot be locked if designed to lock).

Damaged/Missing Screen/Storm/Security Door (Doors – Common Areas)

Deficiency: Visible damage to surfaces including screens, glass, frames, hardware and door surface.

Inspection Result:

Pass: One or more screen/storm doors have damage or door is missing, or screens/glass is missing as evidenced by empty frame.

Pass: A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)

Damaged Surface (Holes/Paint/Rust/Glass) (Doors – Common Areas)

Deficiency: This includes holes, peeling/cracking/no paint, broken glass, and significant rust. The damage to the door surface that may affect either the surface protection or the strength of the door or may compromise building security.

Inspection Result:

Pass: A non-rated/un-labeled interior door has a hole or holes 1 inch or greater.

Pass: An entry, restroom, or interior common door has significant peeling/cracking/no paint, rust that affects the integrity of the door surface, or broken/missing glass.

-OR-

A fire rated /labeled door, which is not along the path of egress from the Unit to an exit point, has significant peeling/cracking/no paint, rust that affects the integrity of the door surface, broken/missing glass, or holes of any size.

-OR-

A fire rated /labeled door, which is along the path of egress from the unit to an exit point, has significant peeling/cracking/no paint

-OR-

An entry door or restroom door has a hole or holes 1 inch or greater.

Fail: A fire rated /labeled door, which is along the path of egress from the unit to an exit point, has rust that affects the integrity of the door surface, broken/missing glass, or holes of any size.

Deteriorated/Missing Seals (Entry Only) (Doors – Common Areas)

Deficiency: The seals and stripping around the entry door(s) to resist weather and fire are damaged or missing.

Note: This defect applies only to entry doors that were designed with seals. If a door shows evidence that a seal was never part of its design, do not record it as a deficiency.

Inspection Result:

Pass: The seals are missing on 1 entry door, or they are so damaged that they do not function as they should.

Missing Door (Doors – Common Areas)

Deficiency: A door is missing.

Inspection Result:

Pass: 1 interior common door is missing, but it is not a restroom door, entry door or fire rated /labeled door.

Pass: 2 interior common doors are missing, but they are not restroom doors, entry doors, or fire rated /labeled doors.

Pass: More than 2 interior common doors are missing, but they are not restroom doors, entry doors, or fire rated /labeled doors.

-OR-

A restroom door or entry door is missing.

-OR-

A fire rated/labeled door, which is not along the path of egress from the unit to an exit point, is missing.

Fail: A fire rated/labeled door, which is along the path of egress from the unit to an exit point, is missing.

Electrical System (Common Areas)

The portion of the common spaces that safely provide electrical power to specific areas. It includes equipment that provides control, protection, metering and service.

This inspectable item can have the following deficiency:

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

Notes:

- 1) 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.
- 2) 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.

Blocked Access to Electrical Panel (Electrical System – Common Areas)

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

Note: If an item that is easy to remove, like a wheeled cart, do not note this as a deficiency.

Inspection Result:

Pass: One or more item(s) of sufficient size and weight can impede access to a common electrical panel during an emergency.

Burnt Breakers (Electrical System – Common Areas)

Deficiency: Breakers have carbon on the plastic body or the plastic body is melted and scarred.

Inspection Result:

Fail: Any carbon residue, melted breakers, or arcing scars.

Evidence of Leaks/Corrosion (Electrical System – Common Areas)

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

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

Inspection Result:

Fail: Any corrosion that affects the condition of the components that carry electrical current.

-OR-

Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical System – Common Areas)

Deficiency: 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.

Inspection Result:

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

GFCI Inoperable (Electrical System – Common Areas)

Deficiency: 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 outlets under "Receptacles/Switches (Common Areas)".

Inspection Result:

Fail: The GFCI does not function.

AFCI Missing/Inoperable (Electrical System – Common Areas)

Deficiency: The AFCI does not function.

Note: To determine whether the AFCI is functioning, the self-test button on the AFCI device must be pressed

Inspection Result:

Fail: The AFCI does not function.

Missing Breakers/Fuses (Electrical System – Common Areas)

Deficiency: In a panel board, main panel board or other electrical box that contains circuit breakers/fuses, an open circuit breaker position that is not appropriately blanked-off.

Inspection Result:

Fail / Life Threatening: An open breaker port.

Missing Covers (Electrical System – Common Areas)

Deficiency: 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.
- 2) Do not consider low voltage wiring.

Inspection Result:

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

Floors (Common Areas)

The visible horizontal surface system within a room or area underfoot; the horizontal division between 2 stories of a structure.

Note: Evaluate common area floor by room or area. For example consider each hallway floor in a building with multiple hallways separately.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Carpet Missing/Damaged
- Hard Floor Covering Missing/Damaged

- Peeling/Needs Paint
- Rot/Deteriorated Subfloor
- Water Stains/Water Damage

Bulging/Buckling (Floors – Common Areas)

Deficiency: The floor surface, underlayment or subfloor 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 and concrete.
- 2) Damage/deterioration associated with a concrete slab on grade is evaluated under “Building Exterior/Foundation”
- 3) Rotted subfloor (often a result of persistent water damage) is evaluated under “Rot/Deteriorated Subfloor (Non-Structural) (Floors – Common Areas)”.

Inspection Result:

Pass: Bulging, buckling, sagging, or a problem with alignment. Flooring failure is not likely

Fail: Bulging, buckling, sagging, or a problem with alignment. Flooring failure is likely.

Comment: If the inspector believes that the flooring surface deficiency is the result of a structural failure he/she must record a Health & Safety deficiency under “Health & Safety / Hazards/ Structural Hazard”.

Carpet is Missing/Damaged (Floors – Common Areas)

Deficiency: Damaged and/or missing Carpet.

Inspection Result:

Pass: Between 1 sq. ft. and 4 sq. ft. of any room or area’s soft floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams. The covering is fully functional.

Pass: Equal to or greater than 4 sq. ft., over an area that is less than 50% of any room or area’s soft floor covering has stains, burn marks, cuts, tears, holes or large sections of exposed seams that expose the underlying material.

Pass: 4 sq. ft. or more over an area that is equal to or greater than 50% of any room or area’s soft floor covering has stains, burn marks, cuts, tears, holes or large sections of exposed seams that expose the underlying material.

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

Hard Floor Covering Missing/Damaged - (Floors – Common Areas)

Deficiency: Hard flooring, terrazzo, hardwood, ceramic tile, sheet vinyl, vinyl tiles, or other similar flooring material, is missing section(s), or has damage associated with but not limited to holes or delamination.

Note: Applies to all flooring materials except carpet.

Inspection Result:

Pass: Between 1 sq. ft. and 4 sq. ft. of any single floor surface is affected-

Pass: 4 sq. ft. or more, over an area less than 50%, of any single floor surface is affected.

Pass: 4 sq. ft. or more, over an area greater than or equal to 50% of any single floor surface, is affected.

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

Peeling/Needs Paint (Floors – Common Areas)

Deficiency: For floors that are painted, the paint is peeling, cracking, flaking, or otherwise deteriorated.

Inspection Result:

Pass: The area affected is more than 1 square foot, but less than 4 square feet.

Pass: The area affected is more than 4 square feet.

Comment: When peeling 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 – Common Areas)

Deficiency: The subfloor has decayed or is decaying.

Note:

- 1) If subfloor damage extends to structural members assess damage under “Health & Safety/ Hazards/ Structural Hazard”.
- 2) This type of defect typically occurs in kitchens and bathrooms.
- 3) Damage/deterioration associated with a concrete slab on grade is evaluated under “Building Exterior/Foundation”

Inspection Result:

Pass: Small areas of rot or spongy flooring that is more than 1 square foot, but less than 4 square feet.

Pass: Large areas of rot, more than 4 square feet.

Water Stains/Water Damage (Floors – Unit)

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

Inspection Result:

Pass: Water stains or water damage over an area greater than 1 square foot and less than 4 square feet as a result of an inactive leak.

Pass: Water damage over an area greater than 1 square foot and less than 4 square feet as a result of an active leak. There is water on the floor.

-OR-

Water stains or water damage over an area greater than or equal to 4 square feet as a result of an inactive leak.

Pass: Water stains or water damage over an area greater than or equal to 4 square feet as a result of an active leak. There is water on the floor.

Graffiti (Common Areas)

Deficiency: Crude inscriptions or drawings scratched, painted or sprayed on an interior building surface at one location. An interior surface includes but is not limited to walls, doors, ceiling and floors. A location is defined as a general area in a building such as a hallway in a 10-story building or a floor of a stairwell in a 5 -story building.

Note: There is a difference between art forms and graffiti. If full wall murals and other art forms are observed and

have proper authorization, do not consider them as deficiency.

Inspection Result:

Pass: Graffiti on an interior surface at 1 location in the same building.

Pass: Graffiti at 2 to 5 locations on interior surfaces in the same building.

Pass: Graffiti in 6 or more locations on interior surfaces in the same building.

HVAC (Common Areas)

As system or unit that provides heating, cooling and ventilation to a specific common area within the building. This does not include building wide heating or cooling system such as boilers, chillers, circulating pumps, distribution lines, fuel supply, etc., or occupant owned or supplied heating sources.

This inspectable item can have the following deficiencies:

- HVAC System Damaged/Inoperable
- Misaligned Chimney/Ventilation System

HVAC System Damaged/Inoperable (HVAC – Common Areas)

Deficiency: The HVAC unit or its associated equipment has damaged/missing components or the system is inoperable.

Inspection Result:

Pass: The HVAC unit or its associated equipment has damaged/missing components.

Pass: The HVAC unit is inoperable.

Misaligned Chimney/Ventilation System (HVAC – Common Areas)

Deficiency: The exhaust system on a fuel fired unit is misaligned, disconnected, negatively sloped or exhibits any condition that allows the improper venting of dangerous gasses.

Inspection Result:

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

Kitchen Items (Common Areas)

A place where food is cooked or prepared The facilities and equipment used in preparing and serving food.

This inspectable item can have the following deficiencies:

- Cabinets - Missing/Damaged
- Countertops - Missing/Damaged
- Dishwasher/Garbage Disposal - Inoperable
- Plumbing - Clogged Drains

- Plumbing - Leaking Faucets/Pipes
- Range Hoods/Exhaust Fans - Excessive Grease/Inoperable
- Refrigerator - Missing/Damaged/Inoperable
- Sink - Missing/Damaged

Note: Applies only to kitchens intended for the use of residents.

Cabinets – Missing/Damaged (Kitchen – Common Areas)

Deficiency: 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.

Inspection Result:

Pass: 10% to 50% of the cabinets, doors or shelves are missing or the laminate is separating.

Pass: More than 50% of the cabinets, doors or shelves are missing or the laminate is separating.

Countertops – Missing/Damaged (Kitchen – Common Areas)

Deficiency: A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

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

Inspection Result:

Pass: 20% or more of the countertop working surface is missing, deteriorated or damaged below the laminate and is not a sanitary surface on which to prepare food.

Dishwasher/Garbage Disposal - Inoperable (Kitchen – Common Areas)

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

Note: Do not evaluate a dishwasher that is not intended to be permanently installed.

Inspection Result:

Pass: The dishwasher or garbage disposal does not function.

Range Hood/Exhaust Fans – Excessive Grease/Inoperable (Kitchen – Common Areas)

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

Inspection Result:

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

Pass: The exhaust fan does not function. The fan *is not* designed and installed to vent to the exterior of the unit.

Pass: The exhaust fan does not function. The fan is designed and installed to vent to the exterior of the unit.

-OR-

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

-OR-

The flue may be completely blocked.

Range/Stove – Missing/Damaged/Inoperable (Kitchen – Common Areas)

Deficiency: The unit is missing, damaged or inoperable.

Inspection Result:

Pass: The operation of doors or drawers is impeded but the stove is functioning. On gas ranges - flames are not distributed equally, the pilot light is out on one or more burners.

-OR-

A control knob is missing and cannot be located and reinstalled.

Pass: One burner is not functioning.

Pass: The unit is missing.

-OR-

Two or more burners are not functioning.

-OR-

The oven is not functioning.

Refrigerator – Missing/Damaged/Inoperable (Kitchen – Common Areas)

Deficiency: The refrigerator is missing, damaged or inoperable.

Inspection Result:

Pass: The refrigerator has an excessive accumulation of ice.

-OR-

The seals around the doors are deteriorated.

Pass: The refrigerator is missing or not functioning.

Sink – Missing/Damaged (Kitchen – Common Areas)

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

Notes:

- 1) If a stopper is missing, do not record it as a deficiency.
- 2) Do not evaluate sink accessories such as sprayers, instant hot water dispensers, soap dispensers, etc. as hardware, look for leaks only on these items.

Inspection Result:

Pass: Extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.

Pass: The sink or hardware is either missing or not functioning.

-OR-

The sink has either a missing or improper trap.

Plumbing – Clogged Drains (Kitchen – Common Areas)

Deficiency: The water does not drain adequately.

Inspection Result:

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

Fail: The drain is completely clogged, and water will not drain at all.

Plumbing – Leaking Faucets/Pipes (Kitchen – Common Areas)

Deficiency: A basin faucet or drain connections leak.

Inspection Result:

Pass: A leak or drip that is contained by the basin, and the faucet or pipe can be used.

Pass: A steady leak that is not contained by the basin.

Laundry Room Dryer Vent – Missing/Damaged/Inoperable (Common Areas)

Deficiency: The dryer vent is missing, damaged, inoperable (blocked), or vent cap is missing.

Note: A dryer specifically designed for unvented operation and installed per manufacturer's instructions is not a deficiency.

Inspection Result:

Pass: Exterior dryer vent cover/cap is missing.

Fail: Electric Dryer vent is missing, damaged or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

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

Lighting (Common Areas)

Deficiency: Permanent lighting fixtures in areas frequented by the resident are missing or inoperable

Note: Do not consider lighting controlled by a sensor or timer as inoperable. To conserve energy during daytime or in low-use areas, many facilities use alternate lights that are triggered by either a sensor or a timer. If these kinds of lights are observed, ask the owner/representative to verify that these conservation systems are in place.

Inspection Result:

Pass: Less than 20% of the light fixtures in a room or area are missing or do not function. The area frequented by resident is adequately lit.

Fail: Less than 20% of the light fixtures in a room or area are missing or do not function. The area frequented by resident is not adequately lit.

Pass: 20% to 50% of the light fixtures in a room or area are missing or do not function. The area frequented by resident is adequately lit.

Fail: 20% to 50% of the light fixtures in a room or area are missing or do not function. The area frequented by resident is not adequately lit.

Pass: Greater than 50% of the light fixtures in a room or area are missing or do not function. The area frequented by resident is adequately lit.

Fail: Greater than 50% of the light fixtures in a room or area are missing or do not function. The area frequented by resident is not adequately lit.

Mailboxes – Missing/Damaged (Common Areas)

Deficiency: The U.S. Postal Service resident/unit mailbox is either missing or so damaged that it does not function properly.

Note: Do not inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service "blue boxes."

Inspection Result:

Pass: The resident/ unit mailbox cannot be locked.

-OR-

The resident/ unit mailbox is missing.

Patio/Porch/Balcony - (Common Areas)

A common patio, porch, balcony, or deck intended for the use of the residents. Balusters and railings consist of post, pickets, top and bottom rails or any type of rail system that provides fall protection for residents using the patio, porch or balcony.

Deficiency: A baluster or side railing on the porch/patio/balcony is loose, damaged or does not function, which limits the safe use of this area.

Inspection Result:

Fail: The baluster or side rails enclosing this area are loose or damaged limiting the safe use of this area.

-OR-

The baluster or side rails enclosing this area are missing in an area 30 inches or more measured vertically from adjacent floor/grade.

Pools and Pool Fencing(Common Areas)

This inspectable item has the following deficiencies:

- Damaged/Not Intact Fencing/Gates(s)
- Damage to pool equipment, decking, or other associated components in the pool area.
- Inoperable

Note: 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 and must be recorded as “NOD.”

Damaged/Not Intact Fencing/Gate(s) (Pools and Pool Fencing – Common Areas)

Deficiency: Fencing and/or a gate(s) around the swimming pool is damaged.

Inspection Result:

Fail: Any damage that could compromise the integrity of the fence and/or gate(s) limiting its function as a barrier.

Inoperable (Pools and Pool Fencing – Common Areas)

Deficiency: The pool was not in operation during the inspection or there is damage/deterioration to pool equipment, decking or other associated components in the pool area.

Note: 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.

Inspection Result:

Pass: Damage/deterioration to pool equipment, decking, or other associated components in the pool area.

Pass: The pool is not operational.

Receptacles (Outlets)/Switches (Common Areas)

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

This inspectable item can have the following deficiencies:

- Missing Switches/ Receptacles (Outlets)
- Inoperable Switches/ Receptacles(Outlets)
 - Not properly wired
 - Broken with exposed connections
 - Inoperable receptacles (outlets)
- GFCI Inoperable

- AFCI Inoperable
- Missing/Broken Cover Plates
- Unprotected Receptacles (Outlet)

Missing (Switches / Receptacles (Outlets) – Common Areas)

Deficiency: A receptacle (outlet), switch or both are missing.

Note: This does not apply to empty junction boxes that were not intended to contain receptacle (outlet) or switch.

Inspection Result:

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

Broken (Switches / Receptacles (Outlets) – Common Areas)

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

Inspection Result:

Fail / Life Threatening: A receptacle (outlet) or switch is broken resulting in exposed electrical connections.

Receptacles (Outlets) Inoperable (Receptacles (Outlets) /Switches – Common Areas)

Deficiency: When tested, a receptacle (outlet) appears to be “dead” with no indication of current at the receptacle (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 he/she should record an electrical hazard under “Electrical Hazards (Health and Safety)”.
- 3) Inoperable light switches should be recorded under “Lighting - Missing/Inoperable”. Switched receptacles are evaluated under this category.
- 4) When a receptacle (outlet) has been painted over, broken off prongs are observed stuck in the receptacle, or it is unusable for any reason record here as inoperable and provide a comment.

Inspection Result:

Pass: When tested, a receptacle (outlet) appears to be “dead” with no indication of current at the receptacle (outlet)

Receptacles (Outlets) not Properly Wired (Receptacles (Outlets) /Switch – Common Areas)

Deficiency: 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: When 2 prong 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.

Inspection Result:

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

Missing/Broken Cover Plates (Receptacles(Outlets) /Switches – Common Areas)

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

Inspection Result:

Pass: A receptacle (outlet) or switch has a cracked or broken cover plate, but this does not cause electrical connections/wires to be exposed.

Fail / Life Threatening: A cover plate is missing, loose or so damaged, causing electrical connections/wires to be exposed.

Unprotected Receptacles(Outlets) (Receptacles (Outlets) /Switches – Common Areas)

Deficiency: A convenience/appliance receptacle located within 6 feet of a kitchen, restroom/pool house or laundry sink; or a receptacle (outlet) on the exterior of a common area designated for the resident's use 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 outlets locations:
 - Restrooms/pool house, 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.
 - On the Exterior
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 (outlet'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.

Inspection Result:

Fail: An outlet located within 6 feet of a kitchen, restroom/pool house, laundry sink, or on the exterior of the common area is not GFCI protected

GFCI Inoperable (Receptacles/Switches – Common Areas)

Deficiency: The GFCI Receptacle does not function.

Note:

- 1) To determine whether the GFCI is functioning, the self-test button in the GFCI device must be pressed
- 2) When 2 prong outlets have been replaced with GFCI receptacles a GFCI tester will display open ground and should be 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).

Inspection Result:

Fail: The GFCI does not function.

AFCI Missing/Inoperable (Receptacles/Switches – Common Areas)

Deficiency: The AFCI does not function.

Note: To determine whether the AFCI is functioning, the self-test button on AFCI device must be pressed

Inspection Result:

Fail: The AFCI does not function .

Restrooms (Common Areas)

Restrooms and pool house facilities intended for common use by the residents.

This inspectable item can have the following deficiencies:

- Restroom Cabinets - Damaged/Missing
- Restroom Sink - Damaged/Missing
- Plumbing - Clogged Drains
- Plumbing - Leaking Faucet/Pipes
- Shower/Tub - Damaged/Missing
- Ventilation/Exhaust System - Inoperable
- Water Closet/Toilet/Urinal - Damaged/Clogged/Missing

Restroom Cabinets – Damaged/Missing (Restroom – Common Areas)

Deficiency: Damaged or missing cabinets, vanity tops drawers, shelves, doors, medicine cabinets or vanities.

Inspection Result:

Pass: Damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets or vanities that are not

functioning as they should for storage or their intended purpose.

Restroom Sink – Damaged/Missing (Restroom – Common Areas)

Deficiency: A basin (sink) is missing or shows signs of deterioration or distress.

Note: Do not record a missing/inoperable stopper as a deficiency on common area sinks.

Inspection Result:

Pass: There are cracks or extensive discoloration in more than 50% of the basin.

Pass: The sink cannot be used, because the sink or associated hardware is missing or has failed.

-OR-

The sink has a missing or improper trap.

Plumbing – Clogged Drains (Restroom – Common Areas)

Deficiency: Water does not drain adequately in the shower, tub or basin (sink).

Inspection Result:

Pass: The fixture will drain, but it is slow.

Pass: The drain is completely clogged, and water will not drain at all.

Plumbing – Leaking Faucet/Pipes (Restroom – Common Areas)

Deficiency: A basin, shower, water closet, tub faucet, or associated pipes are leaking water.

Inspection Result:

Pass: A leak or drip that is contained by the basin; the faucet or pipe can be used.

Pass: A steady leak that is not contained by the sink/shower/tub basin.

Shower/Tub – Damaged/Missing (Restroom – Common Areas)

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

Inspection Result:

- Pass:* The shower or tub can be used, cracks or extensive discoloration in more than 50% of the basin.
- Pass:* The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.

Ventilation/Exhaust System – Inoperable (Restroom – Common Areas)

Deficiency: The apparatus used to exhaust air has failed.

Notes:

- 1) The restroom should be evaluated for either an operable fan/vent system or operable window.
- 2) In multi-unit buildings restroom ventilation may be provided utilizing vent shafts and a centrally located fan.

Inspection Result:

Pass: An exhaust fan is not functioning.

-OR-

A bathroom window cannot be opened or will not stay open.

Water Closet/Toilet/Urinal – Damaged/Clogged/Missing (Restroom – Common Areas)

Deficiency: A water closet/toilet/urinal is damaged or missing.

Inspection Result:

Pass: The toilet constantly runs or there is a leak on any of its components.

Pass: Fixture elements, seat, flush handle, cover, tank or bowl mounting hardware etc., are missing, loose, or damaged but the toilet can still be used.

Pass: The bowl is fractured or broken and cannot retain water.

-OR-

The water closet/toilet is missing.

-OR-

The water closet/toilet cannot be flushed because of obstruction or another defect.

Smoke Detector – Missing/Inoperable (Common Areas)

A sensor to detect the presence of smoke and activate an alarm. It may be battery operated or hard-wired to electrical system. It may provide visual signal, audible signal or both.

Deficiency: A smoke detector will not activate or missing.

Notes:

- 1) If a smoke detector is there, it must function as it should.
- 2) "Missing" means that evidence suggests that unauthorized 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.
- 3) When multiple smoke detectors are interconnected (wired together so that one triggers all others), each smoke detector must be tested for correct function.
- 4) Inspector should verify that 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.

Inspection Result:

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

Stairs/Handrails Damaged (Common Areas)

A series of 4 or more steps and risers, or flights of stairs, joined by landings connecting levels of a unit. Includes supports, frame, stringers, risers, treads, handrails, and guardrails.

This inspectable item can have the following deficiencies:

- Handrails Loose/Missing/Damaged
- Guardrails Loose/Missing/Damaged
- Stairs or Steps Missing/Damaged
- Pedestrian/Wheelchair Ramp Damaged/Deteriorated

Broken/Missing Handrails (Stairs/Handrails Damaged – Common Areas)

Deficiency: The handrail is loose, damaged or missing.

Inspection Result:

Fail: The handrail for 4 or more stair risers is either missing, damaged, loose or otherwise unusable.

Broken/Missing Guardrails (Stairs/Handrails Damaged – Common Areas)

Deficiency: A guardrail at the height of 30 inches or more above adjacent floor/grade is loose, damaged, or missing.

Inspection Result:

Fail: The guardrail is either missing, damaged, loose or unusable.

Broken/Damaged/Missing Steps (Stairs/Handrails Damaged – Common Areas)

Deficiency: The horizontal tread or stair component is damaged or missing.

Inspection Result:

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/Hazards*".

Pedestrian/Wheelchair Ramp (Common Areas)

Deficiency: A pedestrian walkway or wheelchair ramp is damaged or does not function as it should.

Inspection Result:

Pass: A walkway or ramp shows signs of deterioration and requires repair, but it can be used by people on foot, in wheelchairs, or using walkers.

Fail: A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers.

-OR-

The guardrail, at the height of 30 inches or more above adjacent floor/grade, is loose, damaged, or missing.

Trash Chutes Damaged/Missing Components (Common Areas)

Deficiency: The structure that directs garbage into the appropriate storage container is missing or damaged. This includes the chute, chute door, and other components.

Note: Do not evaluate the door that leads to the trash room in this category.

Inspection Result:

Fail: Compactor or its components are not functioning.

-OR-

Garbage is backing up in the chute.

Fail: Chute door does not function as it should. The door will not self-close or latch.

-OR-

The chute itself is missing or damaged.

Walls (Common Areas)

The visible interior wall finishes lining the inside of an area or room. Materials for construction include concrete, masonry block, brick, wood, glass block, and plaster and gypsum. Surface finish materials include paint and wall coverings.

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Walls Common Areas)

Deficiency: A wall is bowed, deflected, sagged, unkeyed, or is no longer vertically aligned to the extent that wall failure is possible.

Note: Applies to walls surface materials such as gypsum and plaster.

Inspection Result:

Pass: Bulging, buckling, sagging, unkeyed plaster or that the wall is no longer vertically aligned. Wall failure is not likely

Fail: Bulging, buckling, sagging, unkeyed plaster or that the wall is no longer vertically aligned. Wall failure is likely

Comment: If the inspector believes that the wall surface deficiency is the result of a structural failure he/she must record a Health & Safety deficiency under “Health & Safety/ Hazards/ Structural Hazard”

Damaged (Walls Common Areas)

Deficiency: Cracks and/or punctures in the wall surface that may or may not penetrate completely. Wall panels or tiles may be missing or damaged.

Note:

- 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.

Inspection Result:

Pass: A hole, missing tile or panel, or other damage that is between 1 square inch and 8 1/2 inches by 11 inches. The hole does not penetrate the adjoining room/area; the adjoining area cannot be seen.

-OR-

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

Pass: A hole, missing tile or panel, or other damage that is larger than a sheet of paper, 8 1/2 inches by 11 inches, and does not penetrate the adjoining room; the adjoining area cannot be seen.

Pass: A hole or crack of any size that penetrates an adjoining room; the adjoining area cannot be seen.

Water Stains/Water Damage (Walls Common Areas)

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

Inspection Result:

- Pass:* On any one wall, water stains over an area of less than 1 square foot is observed but there is no active leak at the time of the inspection.
- Pass:* On any one wall, water stains over an area of greater than 1 square foot but is observed there is no active leak at the time of the inspection.
- Pass:* On any one wall, water damage over an area of any size is observed -a result of an active leak at the time of the inspection.

Peeling/Needs Paint (Walls Common Areas)

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

Inspection Result:

- Pass:* The affected area affected is more than 1 square foot but less than 4 square feet.
- Pass:* The affected area is more than 4 square feet.

Comment: If peeling 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".

Water Heater (Common Areas)

This inspectable item can have the following deficiencies:

- Misaligned Chimney/Ventilation System
- Pressure Relief Valve/ Relief Valve Discharge Piping

Misaligned Chimney/Ventilation System (Water Heater - Common Areas)

Deficiency: The ventilation system on a gas-fired or oil-fired water heater is misaligned, damaged, disconnected or negatively pitched that may result in improper or dangerous venting of gases.

Inspection Result:

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

Pressure Relief Valve/Discharge Line (Water Heater - Common Areas)

Deficiency: The pressure relief valve on the water heating system is missing, damaged, blocked or the relief valve discharge piping does not extend to within 18" off the floor, a floor drain, to an indirect waste receptor or to the outdoors.

Note: 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.

Inspection Result:

Fail: The pressure relief valve on the water heating system is either missing, damaged, blocked or does not extend to within 18 inches off the floor or is improperly installed.

Windows (Common Areas)

Window systems provide light, security, and exclusion of exterior noise, glare, dust, heat, and cold. Frame materials include wood, aluminum, and vinyl.

This inspectable item can have the following deficiencies:

- Cracked/Broken/Missing Panes
- Inoperable/Not Lockable

Cracked/Broken/Missing Panes (Windows – Common Areas)

Deficiency: A glass pane is cracked, broken or missing from the window sash.

Inspection Result:

Pass: A cracked window pane.

Pass: A window pane is broken or missing from the window sash.

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

Inoperable/Not Lockable (Windows – Common Areas)

Deficiency: 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; for example: a ground level window or by means of an exterior stairway must be lockable.
3. Generally, a non-functioning window is a window that will not fully open or 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.

Inspection Result:

Pass: A window is not functioning but can be secured. Other windows in the immediate area are functioning.

-OR-

A window cannot be secured but it is not accessible from the outside.

Pass: A window is not functioning. In the immediate area, there are no other windows that are functioning properly.

-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.

SITE

The site associated with an HCV unit consists of the area within the unit's property boundaries, immediate area around common buildings designated for the tenant's use, the path a resident must travel to access common features of the property (such as mailboxes, parking area, laundry facilities, management office, playground, etc.) and the immediate neighborhood. Family composition shall be considered when evaluating site conditions and use.

SITE INSPECTABLE ITEMS

Items to inspect for "Site" are as follows:

- Fencing and Gates
- Grounds
- Lighting
- Mailboxes/Project Signs
- 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: 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 deficiencies:

- Non-security/safety fence or gate damaged/missing
- Security/Safety fence or gate damaged/missing

Non-security/Non-safety (Fencing and Gates – Site)

Deficiency: A non-security/non-safety (for example, privacy/decorative) fence or gate is rusted, deteriorated, uprooted, missing, or contains holes.

Inspection Result:

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.

Security/Safety (Fencing and Gates – Site)

Deficiency: A security/safety (i.e., perimeter/security or playground) fence or gate 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, such as keeping intruders or children out. Refer to Non-Security/Non-Safety (Fencing and Gates – Sites)."
2. Security/safety fences include perimeter fences that are designed to keep people in and/or out as well as fences around playgrounds, etc.
3. Fences less than 4 feet in height are to be addressed under non-security fences.

Inspection Result:

Pass: A security/ safety fence or gate contains holes or deterioration/damage but is still able to function as it should.

Fail: A security/ safety fence or gate contains holes or deterioration/damage and is so damaged that it is unable to function as it should and could threaten the safety or security of the unit's resident (s).

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 resident (s).

This inspectable item can have the following deficiencies:

- Erosion/Rutting Areas
- Overgrown/Penetrating Vegetation
- Ponding/Site Drainage

Erosion/Rutting Areas (Grounds – Site)

Deficiency: 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: 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)".

Inspection Result:

Pass: Erosion has caused surface material to collect, leading to a degraded surface that would likely cause water to pool in a confined area, especially next to structures, paved areas or walkways.

-OR-

A rut/groove is 6 to 8 inches wide and 3 to 5 inches deep.

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.

-OR-

Advanced erosion threatens the safety of pedestrians or makes an area of the grounds unusable.

-OR-

There is a rut larger than 8 inches wide by 5 inches deep.

Overgrown/Penetrating Vegetation (Grounds – Site)

Deficiency: Plant life has spread to unacceptable areas, unintended surfaces, or has grown in areas where it was not intended to grow.

Note: 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 residents. 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.

Inspection Result:

Pass: Vegetation is extensive and dense; it is difficult to see broken glass, holes, and other hazards or obstructs intended path of walkways and roads. But the area is still usable/passable.

-OR-

Vegetation contacts or penetrates an unintended surface, such as buildings, gutters, fences/walls, roofs, HVAC units, etc., but no visible damage.

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.

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)

Deficiency: Water or ice has collected in a depression or on ground where ponding was not intended.

Note:

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.

Inspection Result:

- 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.
- 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, more than 20%, unusable for its intended purpose. For example, ponding has made a recreational field unusable.

Lighting (Site)

Exterior lights that illuminate outdoor areas traveled or frequented by the unit's residents.

Deficiency: One or more fixtures and/or bulbs are broken or missing.

Note: Includes street lighting, post lamps and exterior lighting attached to buildings that is not operated by a switch inside the building/unit.

Inspection Result:

Pass: One or more fixtures and/or bulbs are broken or missing. Fixture is not readily accessible and does not pose a hazard to the resident (s).

Fail / Life Threatening: One or more fixtures and/or bulbs are broken or missing. Fixture is readily accessible and poses a hazard to the resident.

Mailboxes/Project Signs (Site)

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.

This inspectable item can have the following deficiencies:

- Mailbox Missing/Damaged
- Signs Damaged

Mailbox Missing/Damaged (Mailboxes/Project Signs – Site)

Deficiency: The U.S. Postal Service resident/unit mailbox is either missing or so damaged that it does not function properly.

Note: Do not inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service "blue boxes."

Inspection Result:

Pass: The resident/unit mailbox cannot be locked.

-OR-

The resident/unit mailbox is missing or so damaged that it does not function properly.

Signs Damaged (Mailboxes/Project Signs – Site)

Deficiency: The project sign is not legible or readable because of deterioration or damage.

Inspection Result:

Pass: The sign is damaged, vandalized, or deteriorated, and cannot be read from a reasonable distance (for example, 20 feet).

Market Appeal (Site)

Evaluate only those areas or structures that are intended for use by or frequented by the unit's resident (s).

This inspectable item can have the following deficiencies:

- Graffiti
- Litter

Graffiti (Market Appeal – Site)

Deficiency: Crude inscriptions or drawings scratched, painted or sprayed on a building surface, retaining wall, or fence that the public can see from 30 feet away.

Note: There is a difference between art forms and graffiti. Do not consider full wall murals and other art forms as graffiti.

Inspection Result:

Pass: Graffiti in 1 place.

Pass: Graffiti in 2 to 5 places.

Pass: Graffiti in 6 or more places.

Litter (Market Appeal – Site)

Deficiency: There is a disorderly accumulation of objects on the property, especially carelessly discarded trash.

Note: Judge litter as one would judge the condition of a city park in America. Do not include these as litter:

- 1) Litter left behind in the path of a recent garbage collection.
- 2) Litter that maintenance personnel are collecting and removing during your inspection.

Inspection Result:

Pass: Excessive litter on the property.

Neighborhood Conditions (Site)

Conditions outside the unit's property boundary that have the potential to seriously and continuously affect the health and/or safety of the residents.

Deficiency: Conditions that have the potential to seriously and continuously affect the health and/or safety of the residents.

Inspection Result:

Pass: Conditions of concern but the potential to seriously and continuously affect the health and/or safety of the residents does not exist.

Fail: Conditions that have the potential to seriously and continuously affect the health and/or safety of the residents.

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 resident(s).

This inspectable item can have the following deficiencies:

- Cracks/Settlement/Heaving/Loose Materials/Potholes
- Ponding

Cracks/Settlement/Heaving/Loose Materials/Potholes (Parking Lots/Driveways/ Roads – Site)

Deficiency: There are visible faults in the pavement: longitudinal, lateral, alligator, etc. The pavement sinks or rises because of the failure of sub-base materials.

Note:

- 1) Do not include cracks on walkways/steps.
- 2) For this to be a Level 2 deficiency, more than 10% of the area must be impacted, for example, 100 out of 1,000 square feet. The 10% does not apply to Level 3 conditions.
- 3) Relief joints are there by design; do not consider them cracks.
- 4) Repaired/sealed cracks should not be considered a deficiency.
- 5) When observing traffic ability, consider family composition and the capacity to support people on foot, in wheelchairs and using walkers or canes, etc., and the potential for problems and hazards.

Inspection Result:

Pass: Damaged pavement as defined above; cracks greater than $\frac{3}{4}$ inch, settlement, hinging/tilting, loose materials, pot holes or missing section(s) that affect traffic ability over more than 10% of the property's parking lots/driveways/roads. Note a deficiency if there are cracks on more than 10% of the paved area.

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 resident's use.

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 resident's use.

Comment: When considering traffic ability by people on foot: If the height differential is greater than 3/4 inch, consider this a safety hazard. If the condition of the surface could cause tripping or falling, it must be manually record this deficiency under "Health & Safety/Hazards".

Ponding (Parking Lots/Driveways/Roads – Site)

Deficiency: Water or ice has accumulated in a depression on an otherwise flat plane.

Note:

- 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.

Inspection Result:

Pass: Between 1 and 3 inches of water has accumulated affecting the use of 5% or more of a parking lot/driveway/road. The parking lot/driveway/road is passable.

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 resident's use.

Fail: More than 3 inches of water has accumulated making 5% or more of a parking lot/driveway/road unusable or unsafe, and no comparable alternative is available for the resident's use.

Play Areas and Equipment (Site)

An outdoor area set aside for recreation or plays such as seesaws and swings.

This inspectable item can have the following deficiencies:

- Damaged/Broken Equipment
- Deteriorated Play Area Surface

Damaged/Broken Equipment (Play Areas and Equipment – Site)

Deficiency: 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/representative 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.

Inspection Result:

Pass: 20% to 50% of the equipment does not operate as it should, but poses no safety risk.

Pass: More than 50% of the equipment does not operate as it should, but poses no safety risk.

Deteriorated Play Area Surface (Play Areas and Equipment – Site)

Deficiency: Damage to a play area surface caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

Inspection Result:

Pass: 20% to 50% of the total surveyed play area surface shows deterioration.

Pass: More than 50% of the surveyed play area surface shows deterioration.

Comment: If the play area surface could cause tripping or falling, it must be manually record this deficiency under "Health & Safety/Hazards".

Refuse Disposal (Site)

The collection areas for trash/garbage common pick-up.

Broken/Damaged Enclosure – Inadequate Outside Storage Space (Refuse Disposal – Site)

Deficiency: The outdoor enclosed area used as a trash/refuse site is broken or damaged, including its walls or too small to properly store refuse until disposal.

Note: This does not include areas that are not designed as trash/refuse enclosures, such as curb pick-up.

Inspection Result:

Pass: A single wall or gate of the enclosure has collapsed but is not at risk of further collapse.

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)

Deficiency: A retaining wall structure is deteriorated, damaged, falling or leaning.

Inspection Result:

Pass: A retaining wall shows some signs of deterioration, damage, falling or leaning, but it still functions as it should.

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)

Deficiency: Storm drains are structurally unsound/damaged or blocked/ obstructed by accumulated debris.

Inspection Result:

Pass: The system is partially blocked by a large quantity of debris, causing backup into adjacent area(s).

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 deficiencies:

- Cracks/Settlement/Heaving
- Broken/Missing Handrails/Guardrails
- Broken/Missing Steps
- Pedestrian/Wheelchair Ramp

Cracks/Settlement/Heaving (Walkways/Steps – Site)

Deficiency:- 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) For this to be a Level 2 deficiency, 5% of the walkways must be impacted, for example, 50 out of 1,000 square feet.
- 3) Relief joints are there by design; do not consider them cracks.
- 4) Repaired/sealed cracks should not be considered a deficiency.

Inspection Result:

Pass: Cracks greater than $\frac{3}{4}$ inch, hinging/tilting, or missing section(s) that affect more than 5% of the property's walkways/steps.

Comment: If the walkways or steps could cause tripping or falling, it must be manually record this deficiency under “Hazards (Health and Safety)”.

Broken/Missing Handrails (Walkways/Steps – Site)

Deficiency: The handrail is missing, damaged, loose or otherwise unusable.

Inspection Result:

Fail: The handrail for 4 or more stair risers is either missing, damaged, loose or otherwise unusable.

Broken/Missing Guardrails (Walkways/Steps – Site)

Deficiency: 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.

Inspection Result:

Fail: The guardrail is either missing, damaged, loose or unusable.

Comment: If the condition results in a health and safety concern, the inspector must record it manually under "Health & Safety/Hazards".

Broken/Damaged/Missing Steps (Walkways/Steps – Site)

Deficiency: The horizontal tread or other component of the stairs is damaged or missing.

Inspection Result:

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/Hazards"*.

Pedestrian/Wheelchair Ramp - (Walkways/Steps – Site)

A ramp or walkway, level or sloped, typically of sufficient width for wheelchair use with handrail/guardrails on both sides.

Deficiency: The ramp has damage or deterioration to its handrail/guardrails or travel surface that limits its intended use.

Inspection Result:

Pass: The ramp has damage or deterioration to its handrail/guardrails or travel surface but can still be used by people on foot, in wheelchairs, or using walkers.

Fail: The ramp has damage or deterioration to its travel surface and no longer can be used by people on foot, in wheelchairs, or using walkers.

-OR-

The handrail/guardrails are damaged/ unusable at a point with a height of 30 inches or more above adjacent floor/grade

DRAFT

HEALTH & SAFETY

Conditions that seriously and continuously threaten the health and safety of the resident (s)

HEALTH AND SAFETY INSPECTABLE ITEMS

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/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 resident. Indoors must have adequate ventilation.

The following deficiencies can be noted:

- Mold and/or Mildew Observed
- Propane/Natural Gas/Methane Gas Detected
- Sewer Odor Detected

- Other Harmful Pollutants

Mold and/or Mildew Observed (Air Quality – Health and Safety)

Deficiency: Evidence of mold or mildew; may or may not be able to observe the underlying water infiltration or other moisture producing conditions.

Inspection Result:

Fail: Evidence of an active growth of a mold/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)

Deficiency: Detection of strong propane, natural gas or methane gas odors that could pose a risk of explosion/fire or a health risk if inhaled.

Inspection Result:

Fail / Life Threatening: Strong gas odor detected with potential for explosion/fire or results in health risk if inhaled.

Sewer Odor Detected (Air Quality – Health and Safety)

Deficiency: Detection of sewer odors.

Inspection Result:

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.

Deficiency: A pollutant threatens the health of the unit’s resident(s).

Note: Use this category to address any other air quality issue that seriously and continuously threatens the health of the unit’s occupants.

Inspection Result:

Fail: A pollutant threatens the health of the unit’s resident(s).

Electrical Hazards (Health and Safety)

Any hazard that poses a risk of electrical fires, electrocution or spark/explosion.

The following deficiencies 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)

Deficiency: 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.

Inspection Result:

Fail: Wires/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 he/she 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)

Deficiency: Exposed bare wires/electrical connections

Inspection Result:

Fail / Life Threatening: Exposed bare wires/electrical connections

Openings in Electric Panels (Electrical Hazards – Health and Safety)

Deficiency: Missing breakers, open knockouts or any condition that results in openings in electrical panels or electrical control device enclosures.

Note: An opening or gap of more than ¼ inch between the breakers and the internal cover of an electrical panel is an electrical hazard.

Inspection Result:

Fail/ Life Threatening: 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)

Deficiency: Leaking or ponding on or immediately near any electrical apparatus. This could pose a risk of fire, electrocution or explosion.

Inspection Result:

Fail / Life Threatening: Water leaking or ponding on or near any electrical device.

Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)

Deficiency: Condition that poses the risk of electrocution or fire.

Note: Applies to any condition not covered by existing electrical hazard categories.

Inspection Result:

Fail Condition that poses a risk of electrocution or fire. At the time of inspection does not result in an immediate life threatening condition.

Fail / Life Threatening: Condition that poses a serious risk of electrocution or fire and poses an immediate life threatening condition.

Emergency/Fire Exits (Health and Safety)

All buildings must have at least two acceptable fire exits that are properly marked and operational. This includes fire towers, stairway access doors and external exits. These can include operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground.

Notes:

- 1) Please refer to the definition of egress terms in the comment section below.
- 2) The inspector should evaluate both of the required fire 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 access (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 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.

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 or 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) A bedroom/sleeping room door that has been configured to allow a person to be locked inside should be considered a deficiency under blocked egress.
- 7) Resident housekeeping, storage, or hoarding can be a factor that affects egress.
- 8) Common areas designated for the use of the resident must have a useable exit designed for egress to the public way or exit access. The exit must be available when the room is in use.

Blocked Egress/Unusable Fire Exit (Emergency/Fire Exits – Health and Safety)

Deficiency: 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.

Inspection Result:

Fail / Life Threatening: The building's primary or secondary means of egress is blocked or impeded thus limiting the ability of occupants to exit in a fire or other emergency.

Comments: Egress Terms and Definitions:

Dwelling Unit - A single unit providing complete and independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation

Sleeping room - Any room or space used or intended to be used for sleeping purposes in either a dwelling or *sleeping unit*

Exit The area separated from the area of the building from which escape is to be made. Typically the unit entry door (primary) or a window (secondary).

Exit Access - The portion of the means of egress that lead to the exit (i.e. hallways, corridors stairways)

Exit Discharge - The portion of the means of egress that is between the end of an exit and a public way.

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.

Means of Egress – The path from a habitable space to the public way. Primary Means of Egress refers to the shortest, most direct path.

Flammable/Combustible Materials – Improperly Stored (Health and Safety)

Any substance that is either known to be combustible or flammable or is stored in a container identifying it as such.

Deficiency: 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.), the inspector should not record improperly stored flammable materials.

Inspection Result:

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.

Deficiency: Natural gas, propane, fuel oil or other combustible fuel supply lines are disconnected or otherwise left open or un-capped.

Inspection Result:

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/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)

Deficiency: Too much garbage has gathered; more than the planned storage capacity or garbage has gathered in an area that is not sanctioned for staging or storing garbage or debris

Note: This does not include garbage and debris improperly stored outside. For this deficiency, see “Outdoors (Garbage and Debris – Health and Safety)”.

Inspection Result:

Fail: Excessive garbage and/or debris observed inside the unit/ common area/ building.

Outdoors (Garbage and Debris – Health and Safety)

Deficiency: Too much garbage has gathered; more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris.

Note: This does not include garbage improperly stored indoors. For this deficiency, see *“Indoors (Garbage and Debris – Health and Safety)”*.

Inspection Result:

Fail: Excessive garbage and/or debris observed outside the unit/ common area/ building.

Hazards (Health and Safety)

Physical hazards that pose risk of bodily injury.

The following deficiencies can be noted:

- Structural Hazards
- Sharp Edges
- Tripping
- Other Hazards

Note: Note any general defects or hazards that pose risk of bodily injury.

Structural Hazards (Health and Safety)

Conditions associated with the elements of the load bearing structural members of the building/unit. This 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.

Deficiency: A portion or component of the building/unit exhibits signs of serious structural failure and threaten the health and safety of the residents.

Note: This includes attachments to the structure such as decks, carports, sheds, etc.

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 residents.

Sharp Edges (Hazards – Health and Safety)

Deficiency: Any physical defect that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

Inspection Result:

Fail: A condition that is likely to cause the cutting or breaking of human skin exists.

Tripping (Hazards – Health and Safety)

Deficiency: 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: This does not include tripping hazards from elevators that do not level properly. For this deficiency, see “Elevator – Tripping (Elevators – Building Systems)”.

Inspection Result:

Fail: A condition that is likely to cause a person to trip and/or fall exists.

Other Hazards (Hazards – Health and Safety)

Deficiency: 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)’’.

Inspection Result:

Fail: Any condition that poses a risk of bodily injury.

Fail / Life Threatening: Any condition that poses a serious risk and immediate life threatening condition.

Infestation (Health and Safety)

Presence or evidence of any vermin that is destructive, annoying, or injurious to the health of the occupants. This includes, but not limited to, rats, mice, roaches or the visible infestation by insects such as ants and termites.

The following deficiencies can be noted:

- Insects
- Rats/Mice/Vermin
- Evidence of Roaches

Insects (Infestation – Health and Safety)

Deficiency: Evidence of infestation of insects including ants, termites or other insects posing a threat to the resident or limit the habitability of the unit due to their proximity to the voucher unit

Note: Do not record as a deficiency if baits, traps and sticky boards show no presence of insects,

Inspection Result:

Fail: Infestation by insects other than roaches observed.

Rats/Mice/Vermin (Infestation – Health and Safety)

Deficiency: Evidence of vermin, such as rats or mice, which include sightings, holes, burrows or droppings

Note: Do not record as a deficiency if baits, traps and sticky boards show no presence of insects,

Inspection Result:

Fail: Evidence of vermin observed.

Evidence of Roaches (Infestation – Health and Safety)

Deficiency: Evidence of infestation of roaches throughout a unit or room especially in food preparation and storage areas.

Notes:

- 1) Do not record as a deficiency if baits, traps and sticky boards show no presence of insects,
- 2) This section applies to roaches only. For all other insects refer to "*Insects (Infestation – Health and Safety)*".

Inspection Result:

Fail: Evidence of roaches observed.

Lead Based Paint (Health and Safety)

All interior 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.

Deficiency: Cracking, scaling, peeling, chipping or loose paint observed in or around a unit built prior to 1978 that are occupied or can be occupied by families with children less than six years of age.

Notes:

- 1) Lead based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children under six years of age, excluding zero bedroom dwellings
- 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 dwelling unit, exterior painted surfaces associated with the dwelling unit and common areas of the building through which residents must pass to gain access to the unit and areas frequented by resident children under 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, chipping, chalking, cracking, damaged or otherwise separated from the substrate.
- 5) All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, 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 sq. ft. 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 referred to as "Below de minimis level repairs".

Inspection Result:

Fail: Deteriorated painted surface is less than 2 sq. ft. or less than 10% of the component.

Fail: Deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, or more than 10% of the total surface area of an interior type of component.

Comment: The Lead-Based Paint Poisoning Prevention Act as amended (42 U.S.C. 4821 - 4846) and the Residential Lead-Based Paint Hazard Reduction Act of 1992 and implementing regulations 24 CFR Part 35 Subparts A, B, M, and R apply to the housing choice voucher program.

LIFE THREATENING/EMERGENCY (LTE) LIST

HUD has determined that life threatening and emergency defects caused by both the owner and resident must be mitigated within 24 hours.

The list below represents conditions that seriously and continuously endanger the health and safety of a resident and are classified as Life Threatening/Emergency (LTE). These items should be :

- 1) Large enough and/or sharp enough to cut and/or puncture the skin, resulting in profuse bleeding,
- 2) Cause an injury that would damage part of the body rendering it useless or unable to be used as intended,
- 3) Allow exposure to toxic substances or other health hazards that will shorten life or cause substantial reduction in physical or mental

efficiency. The harm caused by the health hazard does not have to happen immediately.

Below is a general list of deficiency categories for LTE deficiencies:

General Categories of Life Threatening and Emergency Items	
Life Threatening	
☐	Natural or Liquid Petroleum (LP) gas leak or fumes
☐	Electrical problems which could result in shock or fire
☐	Inoperable/missing smoke or carbon monoxide detector
☐	Gas/Oil Fired Water Heater/HVAC with missing or misaligned chimney
☐	Fire extinguishers expired or missing
☐	Building lacks an alternate means of exit in case of fire/blocked egress

General Categories of Life Threatening and Emergency Items	
Emergency	
☐	Missing entry door
☐	The 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
☐	Waterlogged/damaged ceilings, floor or walls in imminent danger of potential collapse
☐	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 list above, each PHA should still account for regional specific factors and/or resident population that may warrant additions to this list. See “LTE Variances” for additional guidelines.

The PHA must abate housing assistance payments to the owner for failure to correct an LTE violation that is not corrected within 24 hours of inspection and the PHA did not extend the time for compliance.

Neither the inspector, the inspector's employer nor the Department of Housing and Urban Development assume any liability whatsoever

expressed or implied that the above list of health and safety hazards constitute all of the health and safety deficiencies that may be present on the property. Any and all liability for the health and safety hazards listed above, as well as any health and safety hazards that may exist on the property but were not observed by the inspector, are the full and absolute responsibility of the property owner and not the inspector, the inspector's employer nor the Department of Housing and Urban Development.

Notification

When an inspector identifies a Life Threatening or Emergency (LTE) deficiencies during an inspection, the inspector is to provide a list of such deficiencies to the responsible party - either resident, owner, or authorized representative - for repair within 24 hours. PHAs will be responsible for additional items to this list. The following guidelines must be followed when an LTE deficiency is identified during an inspection.

1. At the conclusion of the inspection, inspectors must provide a list of LTE deficiencies identified during an inspection to the resident, owner or authorized representative.
2. Inspectors may use either a handwritten or similar electronic form that list each LTE deficiency identified along with clear comments and location to allow the owner or resident to make the proper repairs. The form must also clearly identify that these deficiencies must be repaired within 24 hours from the receipt of the report.
3. Inspectors must obtain a signature from the resident/ owner/ authorized representative, as applicable, acknowledging receipt of the list of LTE form prior to leaving the property.
 - a. Digital signatures are permitted if the inspector is able to provide a hard copy of the document or is able to email a

copy of the form to the resident/ owner/ authorized representative, , as applicable, who signed the form prior to leaving the inspection.

- b. If the resident/ owner/ authorized representative, as applicable, refuse to sign acknowledging receipt, the inspector is to note such refusal on the form as evidence of delivery to the property representative.
4. The PHA must subsequently notify the resident/ owner/ authorized representative of all LTE deficiencies cited in a timely manner that will allow all deficiencies on the report to be mitigated within 24 hours.

LTE Variances

The list of LTE deficiencies represent a minimum list of conditions that must be addressed within 24 hours to ensure the safety of residents. Each PHA should still account for regional specific factors, and/or resident population that may warrant additions to this list. Variance to the list of Life Threatening or Emergency deficiencies will be permitted for either of the following reasons.

- 1) The variance has been approved by HUD and is identified in the PHA's Administrative Plan
- 2) A condition is observed during the inspection that is not included on the list of LTE if not repaired immediately would:
 - a. Seriously and continuously endanger the health and safety of the resident, or;
 - b. Would cause serious financial burden to the resident if not repaired immediately.

Notes:

DRAFT