Version 2.5

Uniform Physical Condition Standards for Vouchers (UPCS-V) Protocol

U.S. Department of Housing and Urban Development

TABLE OF CONTENTS

1 PURPOSE

The U.S. Department of Housing and Urban Development (HUD) developed the Uniform Physical Condition Standards for Vouchers (UPCS-V) Protocol to provide Public Housing Agency (PHA) staff, Inspectors, Owners, and Tenants[1] with an improved method for the inspection of Housing Choice Voucher (HCV) program Units. Additionally, HUD intended for the UPCS-V Protocol to provide HUD, Owners, and Tenants a deeper insight to the condition of HCV Units.

The UPCS-V Protocol establishes a set of standards and procedures for the Inspector to follow when conducting an inspection of an HCV Unit utilizing the UPCS-V Protocol. These standards reduce subjectivity and create an objective approach for thorough and effective inspections. Additionally, the application of an electronic inspection platform with data sharing capabilities increases HUD's ability to adequately assess the physical condition of HCV Units.

[1] For the purposes of the UPCS-V Protocol, "Tenant" refers to all individuals, residents, and/or families participating in HUD's HCV program. "Owner" refers to all individuals and/or landlords who own the Unit under inspection.

2 ROLES AND RESPONSIBILITIES

The PHA, Inspector, Owner, and Tenant are all involved in the process of ensuring an HCV Unit meets the UPCS-V Protocol. A summary of the roles and responsibilities of each stakeholder is provided below.

2.1 PHA

The PHA is responsible for adopting the UPCS-V Protocol and enforcing all UPCS-V Protocol processes, procedures, and requirements.

2.1.1 Administrative Plans

The PHA must amend their written Administrative Plan which identifies how the PHA administers the HCV program. The Administrative Plan must conform to HUD regulations and state the PHA's policy in those areas where HUD approved the PHA's discretion to establish local policy. The PHA is responsible for keeping the Administrative Plan up-to-date and ensuring that all PHA staff operate under the policies detailed in the plan. When the PHA adopts the UPCS-V Protocol and process, the PHA must amend their Administrative Plan to include the sections listed below.

2.1.1.1 *Tenancy Approval*

The PHA is responsible for establishing a Tenancy Approval procedure in the PHA's Administrative Plan. The Tenancy Approval procedure must:

- Describe the process for the Tenant and Owner to request an inspection;
- Include the requirement that inspections be conducted within 15 days; and
- Include a deadline for completion of repairs which, if not met, shall result in cancellation of the Tenancy Approval.

2.1.1.2 *Incorporate Amenities in Calculating Rent Reasonableness*

If the PHA uses Amenities to calculate rent reasonableness, the PHA must establish a method for these calculations in their Administrative Plan and provide documentation of these calculations to HUD for audit purposes.

2.1.1.3 *Local Variances*

The PHA's Administrative Plan must include any Local Variances to the UPCS-V Protocol that will be used by an Inspector to evaluate HCV Unit conditions. The PHA must also identify specific inspection requirements for these variances in their Administrative Plan. Refer to Section 3.4 Local Variances.

2.1.1.4 *Schedule Inspections*

The PHA must establish specific policies and procedures in their Administrative Plan for scheduling inspections, prioritizing scheduling, and addressing potential scheduling issues. Scheduling issues may include, but are not limited to: instances when Owner requests for scheduling inspections are not timely, one or more inspections are cancelled, access to the HCV Unit is denied, or the HCV Unit does not pass the inspection within the allotted timeframe.

2.1.1.5 *Devices and Equipment*

The UPCS-V Protocol requires an Inspector to use certain required testing devices to conduct an inspection (as listed in Section 4.2.2 Required Devices). The PHA has the discretion to require an

Inspector to use other testing devices during an inspection in addition to the testing devices required by UPCS-V. If the PHA elects to require the Inspector to use other testing devices, the PHA must amend their Administrative Plan to include information on the use and maintenance of these additional testing devices as well as personal protection equipment.

2.1.1.6 *Deficiency Repair Verification*

The PHA's Administrative Plan must include a Deficiency Repair Verification procedure to verify the repair of Deficiencies identified by an Inspector during an inspection of an HCV Unit. In accordance with HUD guidelines, the party responsible for repairing the Deficiency must be identified, and the responsible party must submit evidence to prove they corrected the Deficiency within the timeframe set by HUD guidelines. In instances when submitted evidence does not clearly prove a corrected Deficiency, the Administrative Plan must require the responsible party to take timely, remedial actions. Additionally, the PHA's Administrative Plan must also include a procedure to identify an HCV Unit with Deficiencies that are not corrected within the required timeframe to enable the PHA to determine whether abatement of rent and/or termination of Housing Assistance Payments (HAP) is appropriate.

The PHA's Administrative Plan must include an additional procedure to resolve Deficiencies in instances when the responsible party falsely verifies the repair of a Deficiency. This procedure must also include the PHA's remedial actions against the responsible party for falsely certifying to the correction. These remedial actions can include suspension of the privilege to submit evidence of corrected Deficiencies, abatement of HAP (based on the date the Deficiency was originally identified by the Inspector), or termination from the HCV program.

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

2.1.1.7 *Abatement Procedures*

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

2.1.1.8 *Termination of HAP Assistance*

Termination of assistance procedures must be included in the PHA Administrative Plan. The PHA must decide how long abatement will continue prior to contract termination. The PHA should not terminate the contract until the Tenant finds another unit, provided the Tenant does so in a reasonable time.

2.1.2 Schedule Inspections

The PHA is responsible for scheduling each of the three types of inspections: Initial, Biennial, and Special. All three types of inspections may also result in re-inspections if identified Deficiencies result in a failed unit. Refer to Section 3.1. Types of Inspections and Section 4.1 Scheduling Inspections for additional guidance.

2.1.3 Enforce Administrative Procedures

The PHA is responsible for informing the Owner or Tenant, as appropriate, of necessary corrections and the time period for compliance. The PHA is also responsible for the timely enforcement of all necessary Administrative Procedures including verifying that Deficiencies have been corrected, and in

the event Deficiencies are not corrected as required, abatement and termination of HAP or termination from the program. Refer to Section 6.2 Enforcement for additional guidance.

2.1.4 Maintain Confidentiality

The PHA is responsible for protecting Owner and Tenant privacy.

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

Inspection results must only be shared with the following stakeholders who have a legitimate need to review the information: HUD, the PHA staff, the Tenant, and the Owner. Results must not be shared with any other individuals.

2.1.5 Maintain Records

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

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

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

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

After three years, the PHA can destroy the records.

2.2 Inspector

2.2.1 Participate in Training

The Inspector is responsible for participating in any HUD-required training on or related to the UPCS-V Protocol, and may volunteer to participate in any such optional training opportunities.

2.2.2 Conduct Inspections

The Inspector is responsible for conducting inspections in accordance with the UPCS-V Protocol, to include recording all defects, regardless of pass or fail status. The Inspector must perform objective, factual visual assessments to ensure consistency of inspections by utilizing the UPCS-V Protocol. The

Inspector must use an electronic handheld device such as a tablet or smartphone to conduct the inspection.

2.3 Owner

The Owner is responsible for maintaining the HCV Unit in accordance with the UPCS-V Protocol or higher. The Owner will receive a detailed inspection report of inspection results. The Owner must also:

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

2.4 Tenant

The Tenant is responsible for complying with the terms of the lease and helping to keep the HCV Unit safe and sanitary. The Tenant will receive a detailed inspection report of inspection results. The Tenant must also:

- Cooperate with the PHA on Initial, Biennial, and Special Inspections, including correcting Deficiencies attributed to the Tenant within the prescribed timeframe; and
- Correct UPCS-V Deficiencies within the timeframe established by HUD that are a result of:
  - Failure to pay for Tenant-supplied utilities;
  - Failure to supply appliance(s) required by the lease; or
  - Damage to the HCV Unit caused by the Tenant or the Tenant's guests.

3 UPCS-V OVERVIEW

3.1 Types of Inspections

3.1.1 Initial Inspections

The PHA is required to conduct an Initial Inspection for each HCV Unit as part of the Tenancy Approval process. The Tenant and Owner must be notified of the inspection results and the HCV Unit must pass the UPCS-V inspection before the execution of the assisted lease and HAP contract.

A PHA with up to 1,250 budgeted HCV Units must conduct the inspection within 15 days after the Tenant submits a request for Tenancy Approval. A PHA with more than 1,250 budgeted HCV Units must conduct the inspection within a reasonable time after the Tenant submits a request for tenancy approval. If possible, the inspection should be completed within 15 days.

The 15-day period is suspended when the HCV Unit is unavailable for inspection. For example, if a Tenant submits a request for tenancy approval on the 15th of the month but the Owner indicates the HCV Unit will not be available until the 1st of the next month, the 15-day clock to complete the inspection starts on the 1st of the next month. This policy typically refers to an HCV Unit that is still occupied by an outgoing Tenant who has refused to allow the Owner access for an inspection.

The PHA may use several methods to inform the Owner of UPCS-V requirements prior to the date of the inspection, including: Owner briefing materials, the PHA's website, telephone discussions, inclusion of UPCS-V requirements in Tenancy Approval materials, monthly newsletters to Owners in the HCV program, Owner workshops, and public meetings with current and prospective Owners. It is advantageous to the PHA and the prospective Owner and Tenant for the HCV Unit to pass inspection on the first attempt, as a HAP contract may not be executed, nor may a Tenant move into the Unit until the HCV Unit passes inspection.

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

3.1.2 Biennial Inspections

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

3.1.3 Special Inspections

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

3.1.3.1 *Complaint Inspections*

Complaint Inspections are conducted in response to complaints regarding conditions that do not meet the UPCS-V Protocol. The PHA must investigate complaints registered by a Tenant, Owner, or other sources.

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

3.1.3.2 *Quality Control Inspections*

Quality Control Inspections are part of Section Eight Management Assessment Program (SEMAP) requirements. During Quality Control Inspections, a PHA Supervisor re-inspects a sample of HCV Units under contract during the PHA fiscal year. UPCS-V inspections included in the sample must have been completed within three months of the time of the re-inspection. The sample must represent a cross section of neighborhoods where HCV Units are located and all UPCS-V inspections completed an Inspector. The sample should also include a cross section of Initial and Biennial Inspections.

Quality Control Inspections conducted by the PHA are to be considered valid inspections; inspection results will be communicated to the Owner and Tenant, and the responsible party is required to correct any Deficiencies. Deficiencies identified during Quality Control Inspections must be corrected according to the timeframe established in Section 3.3 Defects and Time for Repair. Failure to comply with correction notices issued from Quality Control Inspections will result in abatement of HAP to the Owner and/or termination of program assistance to the Tenant.

3.2 Inspection Structure

UPCS-V contains five Inspectable Areas: Building Exterior, Unit, Building Systems, Common Areas, and Site. UPCS-V is primarily centered on the Unit, but includes items within the other four areas that negatively affect the habitability of the HCV Unit or the health and safety of the Tenant.

Each Inspectable Area has one or more Inspectable Items. An Inspectable Item is a component of an Inspectable Area that is to be evaluated under the UPCS-V Protocol (see Figure 1 for the association of Inspectable Areas and items). During an inspection, an Inspector must evaluate all applicable Inspectable Items within each Inspectable Area.

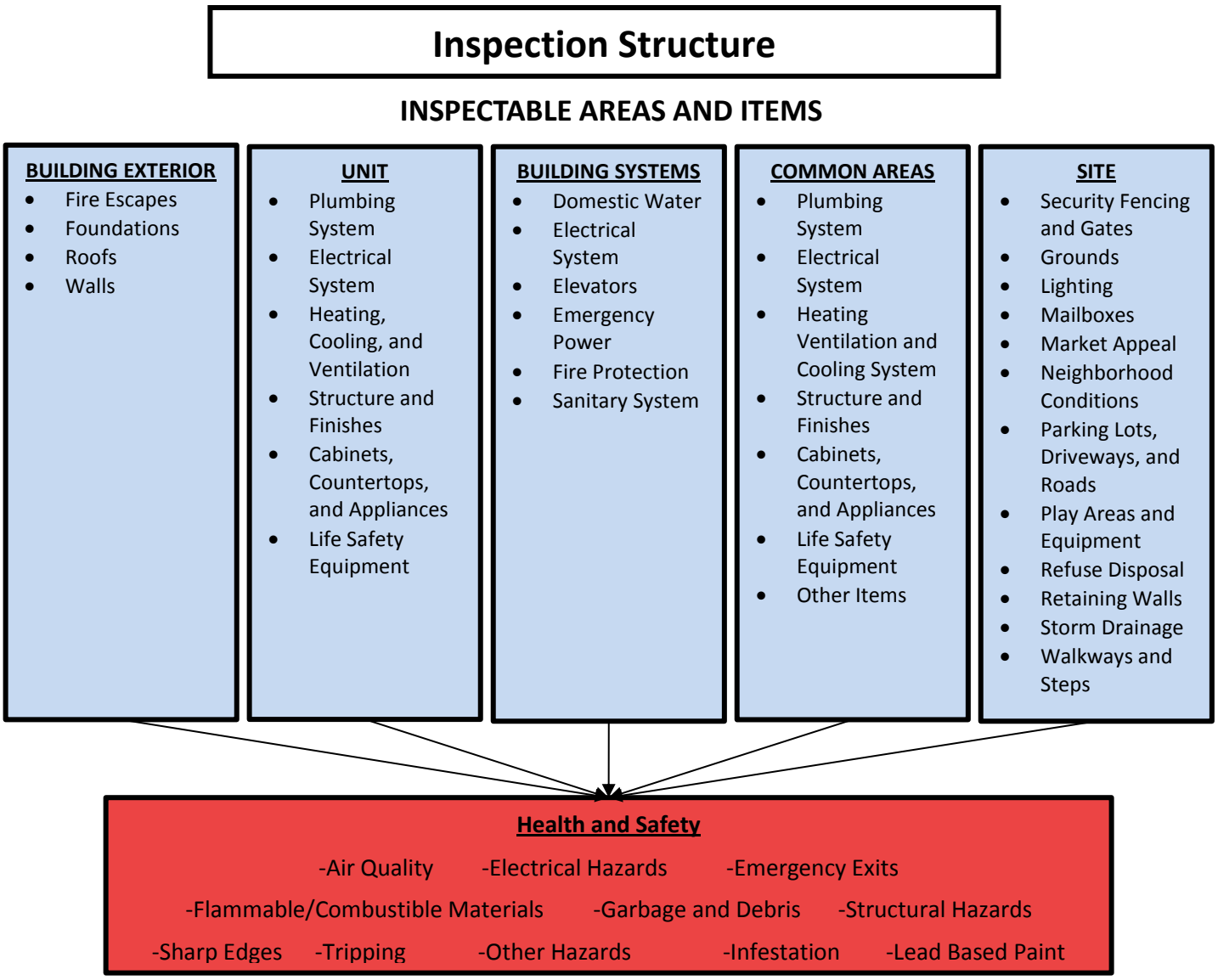

Figure 1: UPCS-V Inspection Structure

3.3 Defects and Time for Repair

3.3.1 Types of Defects

Recordable defects are categorized into three levels of severity: Level 1 (L1) Minor Defect, Level 2 (L2) Major Defect, and Level 3 (L3) Significant Defect. Based on the Inspectable Item and severity, defects are classified in two ways:

- **Observations:** Defects that are noted but do not result in a fail status.
- **Deficiencies:** Defects that are noted and result in a fail status.

All defects, whether an Observation or a Deficiency, must be identified as the responsibility of either the Owner or the Tenant. Defects are generally assignable to the Tenant when there is evidence that the Tenant or Tenant guest caused the damage, and it is above the normal wear and tear of living in

a dwelling unit. Defects that are structural in nature, or that regard building system components, are usually assignable to the Owner.

It is important to note that only Deficiencies, and not Observations, must be repaired or addressed. Unless a Deficiency is classified as Life Threatening or Emergency (LTE), it must be corrected within 30 days. LTE Deficiencies must be corrected within 24 hours.

Deficiencies that are identified as posing a threat to the health and safety of the Tenant, but may not be directly associated with a particular Inspectable Item, are categorized separately as Health and Safety Deficiencies (see Section 7.6 Health and Safety), which can apply across all five Inspectable Areas.

3.3.2 Life Threatening or Emergency Deficiencies

Depending on the nature of the condition, Deficiencies can also be classified as LTE. If a Deficiency is classified as LTE, it must be addressed within 24 hours.

Life-Threatening Deficiencies are defined as conditions that present imminent probability of serious injury. The harm caused by the health hazard does not have to manifest immediately upon contact with the Deficiency. Life-Threatening Deficiencies could:

- Cut and/or puncture the skin, due to large size or sharpness, and result in bleeding;
- Cause an injury that would damage part of the body, rendering that part of the body useless or unable to be used as intended; or
- Allow exposure to toxic substances or other health hazards that can shorten life or cause substantial reduction in physical or mental efficiency.

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

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

Table 1: Common LTE Deficiencies

3.4 Local Variances

HUD can approve the PHA's use of Local Variances to the UPCS-V Protocol. These variances usually consider local code, climatic, and geographic conditions.

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

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

3.5 Inspection Outcomes

An inspection is considered complete when the PHA Inspector is able to verify the proper operation of all applicable UPCS-V Inspectable Items. To make this judgment, the Inspector must be physically at the HCV Unit location and:

- Determine that the HCV Unit meets all Section 5.4 Fundamental Requirements; and
- Note the initial status of all applicable Inspectable Items based on the UPCS-V Protocol.

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

3.5.1 Pass

An HCV Unit is considered to be in "Pass" status when an inspection is completed and the following conditions are met:

- The HCV Unit does not present any unresolved UPCS-V Deficiencies; and
- All Section 5.4 Fundamental Requirements are met.

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

- Establish the precondition of the HCV Unit;
- Indicate possible additional areas to negotiate with the Owner;
- Aid in assessing HCV Unit rent reasonableness; and
- Aid the Tenant in deciding among possible HCV Units.

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

3.5.2 Fail

An HCV Unit is considered to be in "Fail" status when *one* of the following inspection conditions exists:

- The HCV Unit presents one or more unresolved UPCS-V Deficiencies;
- One of the Section 5.4 Fundamental Requirements has not been met; or
- An inspection remains Incomplete for more than 72 hours.

The PHA must identify these conditions to the Owner and Tenant and address the steps necessary to bring the HCV Unit to "Pass" status.

3.5.3 Unsuccessful

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

- The responsible party is not available for the inspection; or
- Unsafe conditions prevent the Inspector from starting an inspection.

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

3.5.4 Incomplete

An inspection is "Incomplete" when an Inspector arrives on site and begins the inspection but the inspection is interrupted. Examples of interruptions include, but are not limited to:

- Malfunction of the electronic Data Collection Device (DCD) software;
- Inspectable Areas not accessible; or
- A disconnected utility does not allow the Inspector to verify if one or more Inspectable Items are functioning properly.

The Inspector must consult the PHA's Administrative Plan for guidance and information on additional conditions that may result in an Incomplete inspection. Once the Inspector determines an inspection cannot be completed, the inspection may continue however the Inspector must still return to fully inspect the HCV Unit at a later date or time before the inspection will be considered complete. The

Inspector cannot utilize remote verification to change the status of an HCV Unit from “Incomplete” to “Pass” or “Fail.”

IMPORTANT: All LTE Deficiencies must be reported to the Owner and Tenant immediately for all inspections. The responsible party must mitigate all LTE Deficiencies within 24 hours. The PHA must then verify all LTE Deficiencies have been corrected within the required timeframe. All other defects should be noted and included on the final report once the PHA is able to return to the HCV Unit and complete the inspection.

4 PRE-INSPECTION

4.1 Scheduling Inspections

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

The PHA must schedule Initial Inspections in accordance with HUD's HCV program requirements. The PHA must schedule Biennial Inspections, Special Inspections, and all resulting re-inspections in accordance with SEMAP requirements.

When scheduling Complaint Inspections, the PHA must schedule inspections for LTE Deficiencies as quickly as possible after receipt of a complaint, and cannot delay scheduling beyond the next business day.

The PHA should consider the following factors to determine how many total inspections the PHA needs to schedule and complete each year:

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

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

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

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

4.1.1 Rescheduling Inspections

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

The Inspector should not cancel inspections within 72 hours if possible. When an inspection is scheduled to begin within 72 hours, an Inspector should only reschedule an inspection for acceptable

reasons. Acceptable reasons include severe weather conditions, incapacitating illness, or other emergencies of a rare and unusual nature.

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

4.2 Required Inspector Equipment

4.2.1 Data Collection Device (DCD)

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

To meet HUD guidelines, the PHA must use a software that adheres to the UPCS-V Protocol and HUD's reporting requirements and is compatible with their DCD.

4.2.2 Required Devices

The Inspector must use certain required devices to conduct a UPCS-V inspection. These required devices include:

- Distance measuring device (such as a tape measure);
- Lighting device (such as a flashlight); and
- Circuit analyzer.

4.3 Confirming the Inspection

Prior to the date of inspection, the PHA should confirm the date, time, and inspection location in advance by contacting the designated required parties. Prior to arriving to the site, the Inspector should review the inspection profile to become familiar with the HCV Unit and to identify any potential concerns. On the day of the inspection, the Inspector must arrive on time and if required, display identification badge.

5 CONDUCTING THE INSPECTION

5.1 Preparing to Conduct the Inspection

5.1.1 Professionalism and Conduct

It is essential for an Inspector to carry out their work functions with the highest levels of professionalism. The Inspector should not:

- Purposefully violate or make omissions of the UPCS-V Protocol.
- Carry a firearm during an inspection;
- Steal or intentionally damage property when at a property;
- Engage in fraudulent activity associated with an inspection;
- Make threat of, or engage in actual violence against a person while conducting an inspection;
- Engage in sexual or other harassment when at a property; or
- Engage in other unprofessional conduct.

5.1.2 Interacting with the Required Parties

After arriving on-site, the Inspector should verify the HCV Unit address under inspection and identify inspection boundaries, including common areas and detached structures specific to the HCV Unit. Prior to beginning the inspection, the Inspector should explain to the Tenant and/or Owner how the Inspector will conduct the inspection. This should include where the Inspector plans to start and the direction in which the Inspector will move.

The Tenant or Owner must accompany the Inspector during the entire time on the property. The Inspector should also specify that the Tenant or Owner must open any closed or locked doors. In addition, if personal property blocks access to an Inspectable Item, the Tenant is responsible for moving the artifact. The Inspector should make clear they are not permitted to touch personal property, including the moving of furniture.[2] During the inspection, the Inspector must note the party (Owner or Tenant) that is responsible for correcting a Deficiency when it is identified.

5.2 Inspection Sequence

When an Inspector is ready to begin the inspection, the Inspector should proceed in the following order: Building Exterior, Unit, Building Systems, Common Areas, and Site.

IMPORTANT: This is only a recommendation for best practice to help ensure consistent inspection results; actual site conditions may necessitate conducting an inspection in an alternative order.) Below is additional guidance on how these five Inspectable Areas should be inspected.

5.2.1 Building Exterior

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

5.2.2 Unit

The Inspector is recommended to start on the highest floor of an HCV Unit and navigate through the rest of the HCV Unit while identifying paths of travel for egress. Prior to entering a room for inspection, the Inspector should take a broad perspective of the room and visually examine the entire room from the ceiling to the floor.

The Inspector should record a defect as soon as the Inspector observes it when conducting the inspection. The Inspector should consistently conduct all inspections following the same routine to minimize overlooking defects. For example, when inspecting any room or space, the Inspector starts on the right of the space and/or room entrance and moves in counterclockwise direction to observe all Inspectable Items.

5.2.3 Building Systems

The Inspector should verify that the Building Systems component to be evaluated is associated with the HCV Unit. The Inspector should only consider Building Systems components associated with the

[2] The Inspector should review their PHA's Administrative Plans for any exclusions to this recommendation.

HCV Unit under inspection; the Inspector should not consider Building System components not associated with the HCV Unit.

5.2.4 Common Areas

The Inspector must stay within the Common Area boundaries of the inspection when evaluating Inspectable Items.[3]

5.2.5 Site

The Inspector must stay within the Site boundaries of the inspection when evaluating Inspectable Items.[4]

5.3 Recording Defects

The Inspector must record all defects on the DCD at the time the Inspector observes the defect. Once the inspection is complete, the Inspector must submit DCD data to a central HUD location where the information is archived, checked, and reviewed for quality assurance.

5.3.1 Photographing Deficiencies

The Inspector must photograph all Deficiencies. The Inspector may, but is not required to, photograph Observations. The PHA must ensure that photographs:

- Contain date and time stamps;
- Clearly depict the cited Deficiency;[5]
- Include an item for scale, as necessary, such as a ruler to identify the size of the condition; and
- Omit depictions of any personally identifiable information and depictions of individuals present at the inspection, such as the Inspector, Owner, or Tenant.

In the event a photograph is not taken of a Deficiency or a photograph is not uploaded to the DCD with the Deficiency, the Inspector must indicate the reason for not taking a photograph. Figure 2 depicts a decision-making process flowchart for an Inspector to determine when to take a picture of a Deficiency.

[3] Refer to the Common Areas definition in Appendix A: Defect Dictionary which identifies an inspection's boundaries.
[4] Refer to the Site definition in Appendix A: Defect Dictionary for further clarification of an inspection's boundaries.
[5] For inoperable item Deficiencies (e.g. smoke detectors, GFCI receptacles (outlets), a door that will not close, etc.), the photo must show the inoperable item. The Inspector need not attempt to demonstrate the Deficiency in the photo.

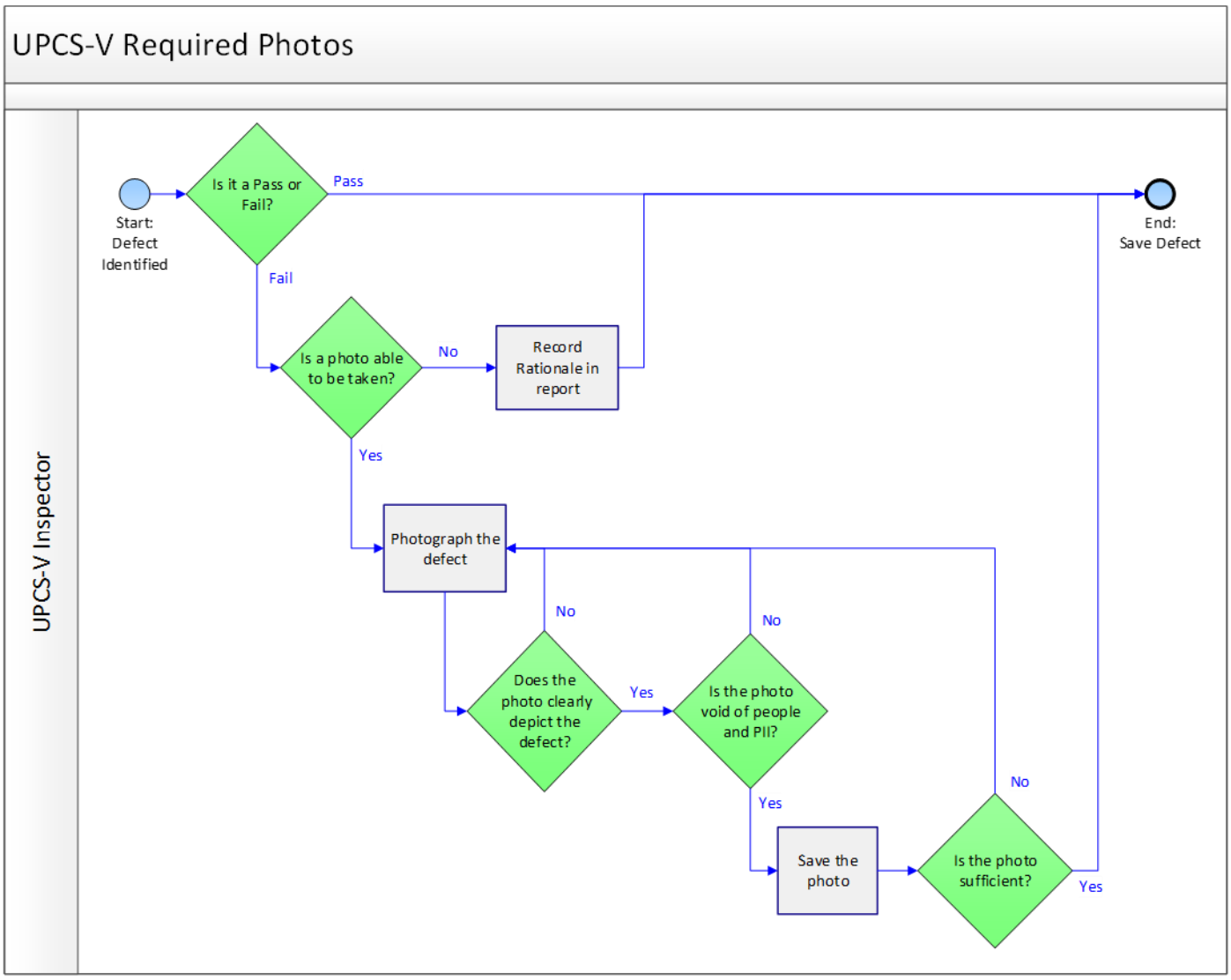

Figure 2: UPCS-V Required Photos Recording Local Variances

Once the PHA utilizes HUD-approved Local Variances in the inspection process, the Inspector must take these approved variances into account when evaluating the compliance status of an Inspectable Item. If an approved Local Variance was utilized in the evaluation of an Inspectable Item and the evaluation resulted in a Deficiency (Fail status for the HCV Unit), the Inspector must include a comment regarding the variance in the DCD.

Figure 3 depicts a decision-making process on recording HUD-approved variances.

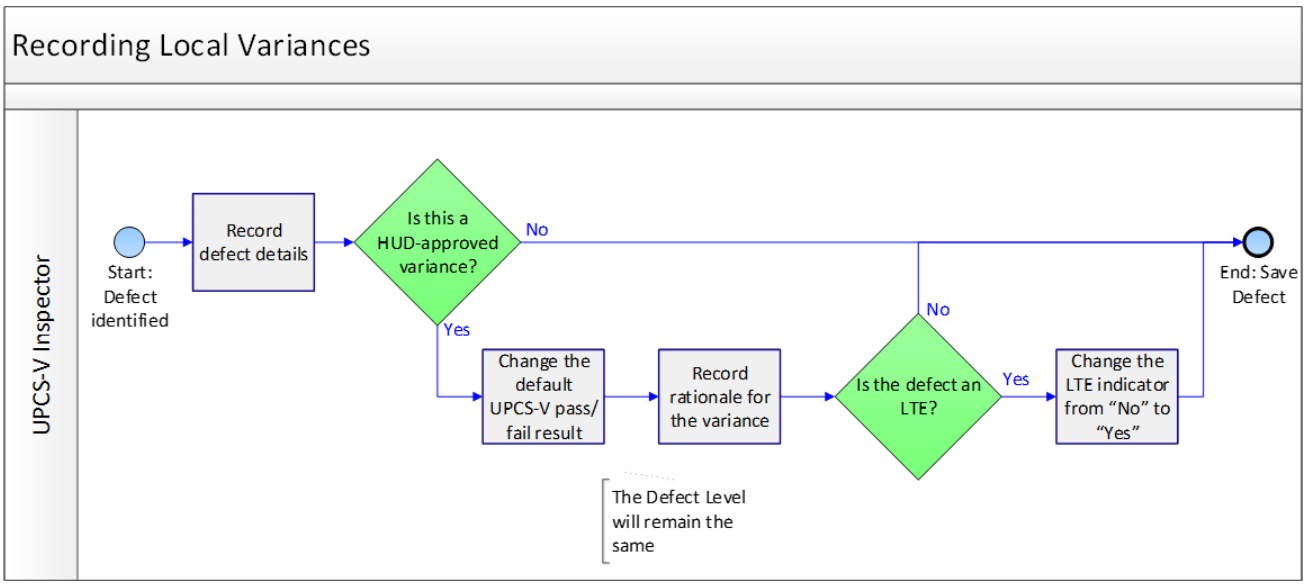

Figure 3: Guidance for Recording Local Variances

5.4 Assessing Fundamental Requirements

An HCV Unit must meet certain fundamental requirements to comply with the UPCS-V Protocol. If these requirements are not met, the HCV Unit does not meet the criteria for a Pass status. Fundamental requirements are detailed in the sections below.

5.4.1 Space and Security

All Units must have a living room, a kitchen, and a bathroom at a minimum.

- If the Unit is an efficiency apartment, the Inspector must consider the living room present.
- A habitable room is a room used, or intended, for living, sleeping, or eating purposes and excludes bathrooms, laundries, furnace rooms, pantries, kitchenettes, utility rooms, foyers or corridors, stairways, closets, storage spaces, and workshops.
- The Unit must have at least one bedroom or living/sleeping room for every two Tenants.
- A living room may be used as a sleeping space, but no more than two Tenants may occupy the sleeping space.
- Other than very young children, children of opposite sex shall not be required to occupy the same bedroom or living/sleeping room.
- A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment).
- Most units have easily identifiable bathrooms (i.e., a separate room with toilet, wash basin and tub or shower). In some cases, however, a unit may have scattered bathroom facilities (i.e., toilet, wash basin and tub or shower located in separate parts of the unit).
- All bathroom plumbing fixtures (tub/shower, toilet, or lavatory) that are present must be properly plumbed and in operable condition (connected to a functioning drain supplied with hot and cold running water and serving its intended function).
- All Units must have an enclosure around the toilet, at a minimum.
- The Unit must have a permanently installed wash basin (i.e., a portable wash basin does not satisfy the requirement).

- A kitchen sink cannot serve as the bathroom wash basin. The wash basin may be located separate from the other bathroom facilities (e.g., in a hallway).
- Unit windows that are accessible from the outside must be lockable.
- Exterior doors to the unit must be lockable.

5.4.2 Illumination and Electricity

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

5.4.3 Interior Air Quality and Ventilation

- Any room used for sleeping must have at least one window. If the window was designed to be opened, it must be in proper working order. The windows must adequately protect the unit's interior from the weather.
- Windows designed to open must function as designed.
- Either the ventilating exhaust fan or window in the bathroom must operate as intended.
- The unit must have adequate ventilation and cooling by means of operable windows or a working ventilation or cooling system. Working cooling equipment refers to a central ventilation system, an evaporative cooling system, or a room or central air conditioning. These systems are not an affirmative requirement under the UPCS-V Protocol, but if present, must be operating safely.
- Air circulation should be checked to determine adequate ventilation. Air conditioning provides adequate circulation as do ceiling and vent fans.
- If the unit is not equipped with central air conditioning or a central ventilation system, the requirement may be satisfied on the basis of windows that open. An Inspector should test a sample of windows to see that they open. A sufficient number of windows should work in order to provide cross ventilation.

5.4.4 Water Supply

- The unit must be served by an approvable public or private water supply that is sanitary and free from contamination. The PHA should be satisfied that the water supply is approvable by the State or local jurisdiction.
- Clean water must be distributed to all unit fixtures. Plumbing fixtures and pipes must be free of leaks and threats to health and safety.

- Water-heating equipment must be installed safely and must not present any safety hazards to Tenants.
- All water heaters must be free of leaks and have temperature and pressure relief valves with a discharge line. Unless safety dividers or shields are installed, water heaters must not be located in bedrooms or in living areas where safety hazards may exist.
- Fuel burning equipment must have proper clearance from combustible materials and be properly vented.

5.4.5 Wastewater Conveyance

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

5.4.6 Access

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

5.4.7 Certificates

- Certain building systems may require inspection by local authorities, including (but not limited to) Heating, Ventilation and Air Conditioning (HVAC) systems, elevators, smoke detectors, back–up generators, and fire extinguishers.
- The PHA must include in their Administrative Plan which building systems require certification or proof of inspection for their locality.
- For additional guidance on evaluating specific certificates, reference the applicable Inspectable Item in Appendix A: Defect Dictionary.

5.5 Amenities

The Inspector is not required to inspect amenities, but the PHA may take amenities into consideration when establishing or calculating rent reasonableness. Examples of Amenities the PHA may consider include a double sink, a working fireplace, a glass door on shower or tub, or modern appliances.

6 POST-INSPECTION

6.1 Inspection Report

Upon completion, the inspection report data is transferred to HUD. Inspection reports must cite all defects identified during the inspection process. The Inspector must give the PHA, Owner, and Tenant a copy of the inspection report regardless of the type of inspection conducted – Initial, Biennial, or Special.

6.2 Enforcement

The PHA must ensure that all HCV Units are inspected as required, Deficiencies are properly identified and corrected in a timely manner, and that such corrections are appropriately verified. The PHA must verify all Deficiencies are corrected for a Unit to pass the UPCS-V inspection process.

6.2.1 Deficiency Correction and Remote Verification

The PHA may conduct a re-inspection to verify the cited Deficiencies are corrected. A re-inspection is not necessary, however, if the PHA can obtain verification through other means. A PHA may verify the correction of Deficiencies through the use of the following:[6]

- Verifiable Third-Party Documentation: The PHA may accept verifiable third-party documentation from a licensed professional that demonstrates the proper corrections were made. All documentation must clearly address the cited Deficiency and include the license or certificate number of the professional who certified the Deficiency was corrected. Examples of acceptable third-party documentation include invoices for work completed or signed letters attesting to the completion of repairs.
- Visual Evidence: The PHA may accept photographs and videos to verify that Deficiencies have been corrected. When a photograph or video is submitted by the party responsible for the correction, it must be clearly labeled and matched to a specific UPCS-V Deficiency cited by the Inspector. It is recommended that visual evidence only be accepted for Deficiencies in cases where the Inspector took a photo or video of the Deficiency during the inspection. This allows the PHA to match and compare the visual evidence of a correction with the photograph or video provided by the Inspector of the Deficiency in its initial condition.
    - Upon submission, acceptable photographs and videos must fully illustrate that the observed Deficiency is corrected and be accompanied by supporting documentation that provides:
        - The inspection number or unit number and date of inspection;
        - The specific UPCS-V Deficiency represented in the photograph or video; and
        - The time and date the photograph or video was taken.
    - The PHA may reject photographs and videos that do not meet these requirements and require the responsible party to either resubmit acceptable visual evidence or provide an alternative means of verification that the Deficiency has been corrected.
- Self-Certification of Repairs: The PHA may accept self-certification of corrected Deficiencies. Self-certification must include the:
    - Owner's printed name and dated signature;
    - Tenant's printed name and dated signature; and

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

- Information that links the certification to the inspection that cited the Deficiency.

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

- The PHA or Inspector verifies that the Tenant is listed as "Provided by" or "Paid by" on the HUD Form 52517 Request for Tenancy Approval;
- The PHA or Inspector verifies the Tenant has provided Self-Certification that appliances will be provided and are in operable condition (this corrects the Deficiency associated with the lack of the appliance);[7]
- The Inspector details what UPCS-V considers a "Pass" for the missing appliance to ensure the Tenant only provides appliances that meet UPCS-V Protocol;
- The Inspector has ensured appropriate hookups for the appliance(s) are present;
- The Tenant or Owner certifies within 60 days after move-in that the appliance(s) is installed and is in proper operating condition;[8] and
- The Tenant acknowledges (through writing or some alternative and verifiable method) that failure to provide the required appliance(s) in operable condition, as defined by UPCS-V, may result in an investigation for fraud and appropriate remedial action(s).

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

In some instances, an Owner or Tenant may correct a Deficiency during an inspection. Figure 4 outlines a process flow for how an Inspector should record this Deficiency correction in the DCD.

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

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

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

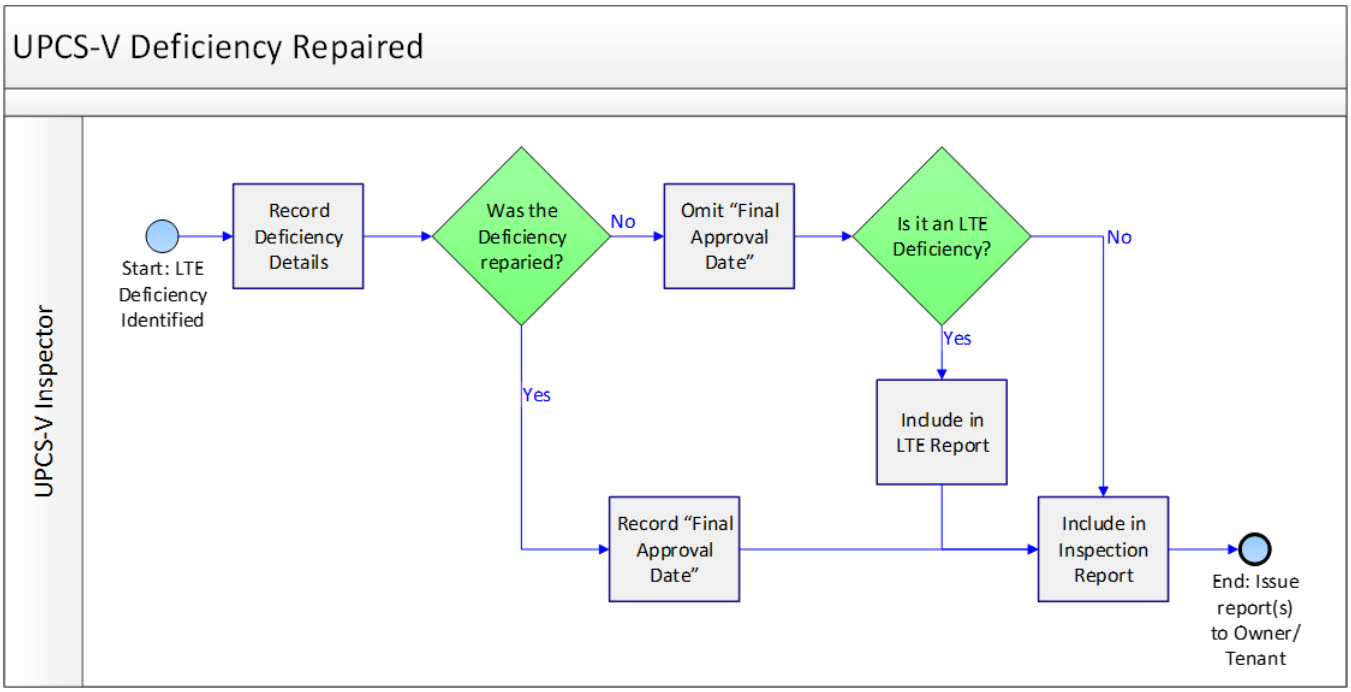

Figure 4: UPCS-V Deficiency Repaired

6.2.2 Abatement

Following an inspection, the PHA must abate HAP to the Owner for failure to correct a UPCS-V Deficiency within the timeframe specified in Section 3.3 Defects and Time for Repair, or within the timeframe established by the PHA in its Administrative Plan. If the Owner fails to correct Deficiencies within the allocated timeframe, the PHA is responsible for taking actions to terminate HAP. Both the Owner and the Tenant must be notified of intent to abate. The PHA must not abate HAP to the Owner for Deficiencies attributed to the Tenant.

In some cases, the PHA may extend the time period for correction of Deficiencies for valid reasons detailed in the PHA's Administrative Plan. If the Owner does not comply with notifications to correct UPCS-V Deficiencies within the extended time period, the PHA must abate HAP payments. Again, both the Owner and Tenant must be notified of intent to abate.

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

7 APPENDIX A: DEFECT DICTIONARY

The Defect Dictionary is the Inspector's primary resource when determining defects. The Defect Dictionary lists all defects in each of the five UPCS-V Inspectable Areas (Building Exterior, Unit, Building Systems, Common Areas, and Site), and includes a separate section for Health and Safety Deficiencies. Each defect is listed, including the levels of defects and its status with respect to LTE categorization. Each defect includes pertinent notes and guidance for the Inspector.

7.1 Building Exterior

The Building Exterior is limited to the vertical and horizontal aspects of the building including exterior surfaces of attached carports, garages, storage, or mechanical sheds within the drip line of the structure's roof. In multi-unit buildings, the Inspector can only evaluate defects that directly and adversely affect the HCV Unit.

Note:

1) **Lighting affixed to exterior wall:** The Inspector must evaluate lights controlled by a switch inside of, or attached to the HCV Unit under *Lighting (Electrical System – Unit)*. The Inspector must evaluate all other outside light fixtures on the building exterior under *Lighting (Site)*.
2) **Equipment affixed to exterior wall:** The Inspector must record defects of individual meter box that services the HCV Unit under *Electrical Distribution (Electrical System – Unit)*. The Inspector must evaluate ganged meters under *Electrical Hazards (Health and Safety)*; the meters are not usually marked clearly by dwelling unit and are a building-wide component.
3) **A/C disconnect (or other disconnect):** Unit-specific disconnects are often grouped in a common location in multiunit buildings. If the Inspector cannot determine which disconnect belongs to the HCV Unit, then the Inspector must evaluate the disconnects for health and safety concerns and record any Deficiencies under *Health and Safety*.
4) **Decks, patios, porches, and balconies:** The Inspector must evaluate these features under the area that the features serve. The Inspector must evaluate a common patio, intended as a recreation area for the Tenant, under *Stairs/Patio/Porch/Balcony (Structure and Finishes – Common Areas)*. The Inspector must evaluate a deck dedicated to the HCV Unit under *Stairs/Patio/Porch/Balcony (Structure and Finishes – Unit)*. The Inspector must evaluate elements associated with a deck or porch, such as floors, ceiling, walls, lighting, etc. under the associated Unit Inspectable Item. For example, if the HCV Unit's porch ceiling had a hole, the Inspector would record the defect under *Holes (Ceiling – Structure and Finishes – Unit)*.
5) **Exterior stairs:** The Inspector must associate exterior stairs with the Inspectable Area that the stairs service. For example, the Inspector must evaluate the front steps and stoop that lead to the HCV Unit's front door under *Stairs/Patio/Porch/Balcony (Structure and Finishes – Unit)*. If a set of stairs service multiple dwelling units, the Inspector must record defects under *Stairs/Patio/Porch/Balcony (Structure and Finishes – Common Areas)*. The Inspector must evaluate all stairs and walkways outside the drip line of a building's roof, and not directly servicing a building or dwelling unit under *Walkways and Steps (Site)*.
6) **Damage to exterior of units adjacent/connected to the HCV Unit**: The Inspector must evaluate only the exterior walls, roofs, and other elements of the structure on multi-unit buildings the that have a direct impact on the HCV Unit. The Inspector must record damage not directly on the exterior of the HCV Unit, but which could negatively affect the HCV Unit. For example, the Inspector must record a hole in the exterior wall of a dwelling unit, directly above the HCV Unit as *Missing/Damaged/Loose Pieces/Holes/Spalling (Walls – Building*

Exterior). If the Inspector observes water damage inside the HCV Unit as a result of the hole in the dwelling unit above, the Inspector must record the defect under *Water Stains/Water Damage (Walls – Structure and Finishes – Unit)*.

BUILDING EXTERIOR INSPECTABLE ITEMS

Inspectable Items for Building Exterior are:

- Fire Escapes
- Foundations/Slabs
- Roofs
- Walls

7.1.1 Fire Escapes (Building Exterior)

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

This Inspectable Item can have the following defects:

- Blocked Egress/Ladders
- Visibly Missing/Damaged Components

Blocked Egress/Ladders (Fire Escapes – Building Exterior)

Defect: Any part of the Fire Escape, including ladders, is blocked, limiting or restricting people from using the Fire Escape in an emergency.

Note:

1) Windows or doors providing direct access to the Fire Escape that would be used in an emergency are evaluated under *Blocked Egress/Unusable Emergency Exit (Egress – Health and Safety)*.
2) Many state and local building or fire jurisdictions require regular inspections of Fire Escape systems by approved or licensed professionals. There may be documentation available from the Owner on the current inspection.
3) Exterior stairs that are for day-to-day use are recorded under *Stairs/Patio/Porch/Balcony (Structure and Finishes – Common Areas)*.

Level of Defect:

Level 3/Fail/Life Threatening: Stored items or other barriers restrict or prevent the use of the fire escape in the event of an emergency.

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

Defect: Any of the components that affect the function of the Fire Escape are missing or damaged.

Note:

1) The Inspector is not expected to conduct tests of the Fire Escape system components.

Level of Defect:

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

7.1.2 Foundations/Slabs (Building Exterior)

Foundations/Slabs are 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 defects:

- Cracks/Gaps
- Spalling/Exposed Rebar

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

Note:

1) The Inspector must evaluate evidence of water penetration under this defect.

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

Comment: If the Defect results in a structural failure that may threaten the health and safety of the Tenant, the Inspector must record a Deficiency under *Structural Hazards (Health and Safety)*.

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

Note:

1) The Inspector must evaluate Spalling (no Exposed Rebar) relative only to the percentage of the Foundation area observed. The Inspector must calculate the percentage based on each Foundation wall of the Building Exterior.

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

Comment: If the Defect results in a structural failure, the Inspector must record a Deficiency under *Structural Hazards (Health and Safety)*.

7.1.3 Roofs (Building Exterior)

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

This Inspectable Item can have the following defects:

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

Damaged/Clogged Drains (Roofs – Building Exterior)

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

Note:

1) The drainage system does not include Gutters and Downspouts. The Inspector must evaluate Gutters and Downspouts under *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, the Inspector must consider the impact the rainfall had on the extent of the ponding. The Inspector must determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

Level of Defect:

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

Level 3/Pass: The Drain is so damaged or clogged with debris that the Drain no longer functions, and there *is* evidence of ponding.

-OR-

No visual evidence of debris or damage, but there *is* evidence of ponding.

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

Defect: Damage to Soffit, Fascia, Soffit Vents, or associated components that may provide opportunity for water penetration or other damage from natural elements.

Level of Defect:

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

Level 3/Pass: The Soffit, Fascia, or Soffit Vents are missing or so visibly damaged that water penetration is likely, but there *is no* resulting damage to the interior of the HCV Unit.

Level 3/Fail: The Soffit, Fascia, or Soffit Vents are missing or so visibly damaged that water penetration is likely, and there *is* resulting damage to the interior of the HCV Unit.

Damaged Vents (Roofs – Building Exterior)

Defect: Damaged Vents on or extending through the Roof surface, or components are damaged or missing. Vents include Ridge Vents, Gable Vents, Plumbing Vents, Gas Vents, and others.

Note:

1) The Vents do not include Soffit Vents. Soffit Vents are covered under Damaged Soffits/Fascia/Soffit Vents (Roofs – Building Exterior).

Level of Defect:

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

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

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

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

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

Level of Defect:

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

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

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

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

Defect: Components of the drainage system, including Gutters, Leaders, Downspouts, Splash Blocks, and Drain Openings are missing, damaged, or clogged.

Level of Defect:

Level 1/Pass: Splash Blocks are missing or damaged and there is evidence of erosion.

-OR-

Drainage System components are missing or damaged, but there *is no* visible damage to the Roof, structure, exterior wall surface, or the interior of the HCV Unit.

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

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

Missing/Damaged Roofing (Roofs – Building Exterior)

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

Level of Defect:

Level 1/Pass: Between 1-square foot and 100-square feet of Shingles or Roofing are missing or damaged from surveyed Roof areas, but the condition *does not* result in damage to the interior of the HCV Unit.

Level 1/Fail: Between 1-square foot and 100-square feet of Shingles or Roofing are missing or damaged from surveyed Roof areas, and the condition *does* result in damage to the interior of the HCV Unit.

Level 2/Pass: Between 101-square feet and 200-square feet of Shingles or Roofing are missing or damaged from surveyed Roof areas, but the condition *does not* result in damage to the interior of the HCV Unit.

Level 2/Fail: Between 101-square feet and 200-square feet of Shingles or Roofing are missing or damaged from surveyed Roof areas, and the condition *does* result in damage to the interior of the HCV Unit.

Level 3/Pass: 201-square feet or more of Shingles or Roofing are missing or damaged from surveyed Roofing areas, but the condition *does not* result in damage to the interior of the HCV Unit.

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

7.1.4 Walls (Building Exterior)

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

Note:

1) On multi-unit buildings, Building Exterior Walls apply to exterior wall surfaces of, or directly adjacent to the HCV Unit only. If a condition exists to the adjacent dwelling unit that has potential to negatively affect the HCV Unit, the Inspector must evaluate the condition here.
2) Building Exterior Walls do not include foundation walls.

This Inspectable Item can have the following defects:

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

Cracks/Gaps (Walls – Building Exterior)

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

Level of Defect:

Level 2/Pass: A crack or gap that is more than 1/8-inch wide by 1/8-inch deep by 6-inches long.

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

-OR-

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

Comment: If the Defect results in a structural failure, the Inspector must record a Health and Safety Deficiency under *Structural Hazards (Health and Safety)*.

Damaged Chimneys (Walls – Building Exterior)

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

Level of Defect:

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

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

-OR-

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

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

-OR-

There are cracked or fallen pieces or sections.

-OR-

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

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

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

Note:

1) Caulking and mortar does not include caulking relative to windows; the Inspector must cover caulking relative to windows under *Windows (Structure and Finishes – Unit)*.

Level of Defect:

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

-OR-

Deteriorated caulk is confined to less than 12 inches.

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

-OR-

Deteriorated caulking in an area longer than 12 inches.

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

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

Note:

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

Level of Defect:

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

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

-OR-

A hole greater than 12 inches by 12 inches that *does not* completely penetrate the exterior Wall.

-OR-

Surface deterioration/spalling smaller than 12 inches by 12 inches that *does not* completely penetrate the exterior Wall.

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

-OR-

Surface deterioration/spalling greater than 12 inches by 12 inches that *does not* completely penetrate the exterior Wall.

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

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

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

Note:

1) The Inspector must evaluate paint issues Fascia, Soffit, exterior Trim, Foundation, etc. under this defect.
2) This defect does not include walls that are not intended to have paint, such as most brick walls, etc.

Level of Defect:

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

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

Comment: If the Inspector observes peeling or deteriorated paint, the HCV Unit was constructed prior to 1978, there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

7.2 Unit

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

Note:

1) The Owner or Tenant must provide access to the Inspector to visually inspect all Inspectable Items. Visually inspect refers to the non-invasive inspection to ensure the Inspectable Item functions as designed. The Inspector should not unduly physically manipulate an Inspectable Item to the degree it causes harm or incurs liability. If the Inspector cannot access an Inspectable Item, the Inspector must record this item as a Deficiency.
2) A bathroom is a room equipped with a Water Closet or toilet, tub or shower, and sink. A bathroom may also contain cabinet(s) and/or closet(s).
3) A kitchen is a place where food is cooked or prepared, to include the facilities and equipment used in preparing and serving food.
4) A laundry area/room is a place where soiled clothes and linens are washed or dried.
5) The Inspector must evaluate any evidence of water stains or damage on floors or walls due to a leaking appliance under *Water Stains/Water Damage (Structure and Finishes – Unit)*.

UNIT INSPECTABLE ITEMS

The Inspectable Items for Unit are:

- Plumbing System
- Electrical System
- Structure and Finishes
- Cabinets, Countertops, and Appliances
- Life Safety Equipment
- Heating, Cooling, and Ventilation

7.2.1 Plumbing System (Unit)

The Inspectable Element for Plumbing System is:

- Water Heater

This Inspectable Item can have the following defects:

- Kitchen Sink – Missing/Damaged
- Kitchen Sink – Waste Pipes/Trap
- Kitchen Sink – Leaking Faucets/Associated Hardware/Supply Lines
- Bathroom Sink – Missing/Damaged
- Bathroom Sink – Waste Pipes/Trap
- Bathroom Sink/Shower or Tub – Leaking Faucets/Associated Hardware
- Shower/Tub – Missing/Damaged
- Shower/Tub – Waste Pipes/Trap
- Water Closet/Toilet – Damaged/Missing
- Water Closet/Toilet – Waste Pipes/Trap
- Other Sink – Missing/Damaged
- Other Sink – Waste Pipes/Trap
- Other Sink – Leaking Faucets/Associated Hardware

Kitchen Sink – Missing/Damaged (Plumbing System – Unit)

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

Note:

1) The Inspector must not record a Defect if a stopper is missing.
2) Primary kitchen hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.

Level of Defect:

Level 1/Pass: The Sink can be used, but either of these conditions are present:
There are cracks or discoloration in 50% or more of the basin.
-OR-
Any of the Sink's secondary hardware is missing or not functioning.
-OR-
The shut off valves servicing the Sink are missing a handle or otherwise inoperable.

Level 3/Fail: The Sink is missing or cannot hold water.
-OR-
The Sink's primary hardware is missing or not functioning.

Kitchen Sink – Waste Pipes/Trap (Plumbing System – Unit)

Defect: The water does not drain adequately.

Level of Defect:

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

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

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

Defect: The basin faucet, drain, associated hardware, or supply lines leak.

Note:

1) Primary kitchen hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.

Level of Defect:

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

Level 3/Fail: There is a continuous flow of water from the faucet when the control is in the "Off" position, and it *is* contained by the sink basin.
-OR-
There is a leak from the sink's hardware or plumbing connections other than the faucet, and it *is* not contained by the sink basin.
-OR-
There is a leak from the faucet, and it *is not* contained by the sink basin.

Level 3/Fail/Emergency: There is a leak from the sink's secondary hardware or plumbing connections that is not contained by the sink basin. The flow of water cannot be controlled.

-OR-

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

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

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

Note:

1) Some shut off valves may not have handles and require a special wrench to turn on-and-off. The Inspector cannot record a defect if the shut off valves require this special wrench.
2) If a sink is not securely mounted, it may be at risk for a water leak. The Inspector must inspect sinks for the following:
   a) Signs of pulling away from the wall.
   b) Appearance of a gap between the sink and wall.
   c) Movement of the sink when water is turned on or off.
   d) Downward lean of the front edge of sink toward floor.
   e) Signs of separation at seams of a vanity if sink is mounted on a vanity, or the vanity is pulling away from the wall.
3) If the Inspector identifies a leak, the leak is recorded under *Bathroom Sink/Shower or Tub – Leaking Faucets/Associated Hardware (Plumbing System – Unit)*.

Level of Defect:

Level 1/Pass: The Sink can be used, but either of these conditions are present:
There are cracks in the basin.

-OR-

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

-OR-

A mechanical stopper is damaged and the basin will not drain.

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

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

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

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

Defect: The water does not drain adequately.

Level of Defect:

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

Level 3/Fail: The drain is completely clogged, and water will not drain. There *is* another functioning Sink in the HCV Unit.

-OR-

There is a leak in the waste pipe or trap. There *is* another functioning Sink in the HCV Unit.

-OR-

The Sink has a missing or improper trap. There *is* another functioning Sink in the HCV Unit.

Level 3/Fail/Emergency: The drain is completely clogged, and water will not drain. There *is no* other functioning Sink in the HCV Unit.

-OR-

There is a leak in the waste pipe or trap. There *is no* other functioning Sink in the HCV Unit.

-OR-

The Sink has a missing or improper trap. There *is no* other functioning sink in the HCV Unit.

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

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

Level of Defect:

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

-OR-

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

-OR-

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

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

-OR-

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

Level 3/Fail/Emergency: There is a leak from the Sink, Shower, or Tub hardware other than the faucet and it is not contained by the basin. The flow of water *cannot* be controlled. There *is no* other functioning Sink, Shower, or Tub in the HCV Unit.

-OR-

There is a leak from the faucet and it is not contained by the basin. The flow of water *cannot* be controlled. There *is no* other functioning Sink, Shower, or Tub in the HCV Unit.

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

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

Note:

1) Shower or Tub components do not include leaking faucets and pipes.
2) A stopper that is near the Shower or Tub, but not positioned for use during the time of the inspection, is not a defect.

Level of Defect:

Level 1/Pass: The Shower or Tub can be used, but either of these conditions are present:
There are cracks in the basin.
-OR-
There is discoloration in more than 50% of the basin.
-OR-
A Shower/Tub-combination stopper is missing, damaged, or inoperable.

Level 3/Fail: The Shower or Tub is missing or there is other basin damage that renders the Shower or Tub unusable. There *is* another functional Shower or Tub in the HCV Unit.
-OR-
A stand-alone (no Shower present) Tub stopper is missing, damaged, or inoperable. There *is* another functional Shower or Tub in the HCV Unit.
-OR-
There is a leak in the Shower or Tub supply line, or the Shower or Tub faucets, drains, or associated hardware are missing or has failed. There *is* another functional Shower or Tub in the HCV Unit.

Level 3/Fail/Emergency: The Shower or Tub is missing or there is other basin damage that renders the Shower or Tub unusable. There *is no* other functional Shower or Tub in the HCV Unit.
-OR-
A stand-alone (no shower present) tub stopper is missing, damaged, or inoperable. There *is no* other functional Shower or Tub in the HCV Unit.
-OR-
There is a leak in the Shower or Tub supply line, or the Shower or Tub faucets, drains, or associated hardware are missing or has failed. There *is no* other functional Shower or Tub in the HCV Unit.

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

Defect: The water does not drain adequately.

Level of Defect:

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

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

The basin has a missing or improper trap.

Water Closet/Toilet – Damaged/Missing (Plumbing System – Unit)

Defect: A Water Closet or Toilet is damaged or missing.

Note:

1) The Inspector must evaluate for leaks if the Water Closet or Toilet is loose.

Level of Defect:

Level 2/Pass: There is discoloration is more than 50% of the Water Closet/Toilet bowl.

-OR-

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

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

-OR-

The Water Closet/Toilet bowl or base is damaged at the mounting hardware location.

Level 3/Fail: There are cracks or fractures in the Water Closet/Toilet bowl or tank, but it still holds water. There *is* another functional Water Closet/Toilet in the HCV Unit

-OR-

The Water Closet/Toilet tank or bowl is leaking, the Water Closet/Toilet "runs" constantly, the Water Closet/Toilet bowl or base is not securely mounted, or the Water Closet/Toilet is missing. There *is* another functional Water Closet/Toilet in the HCV Unit.

-OR-

Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged and the Water Closet/Toilet cannot be used. There *is* another functional Water Closet/Toilet in the HCV Unit.

-OR-

There is a leak or drip in the Water Closet/Toilet supply lines or shut-off valve. There *is* another functional Water Closet/Toilet in the Unit.

Level 3/Fail/Emergency: There are cracks or fractures in the Water Closet/Toilet bowl or tank, but it cannot hold water. There *is no* other functional Water Closet/Toilet in the HCV Unit.

-OR-

The Water Closet/Toilet tank or bowl is leaking, the Water Closet/Toilet "runs" constantly, the Water Closet/Toilet bowl or base is not securely mounted, or the Water Closet/Toilet is missing. There *is no* other functional Water Closet/Toilet in the HCV Unit.

-OR-

Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged and the Water Closet/Toilet cannot be used. There *is no* other functional Water Closet/Toilet in the HCV Unit.

-OR-

There is a leak or drip in the Water Closet/Toilet supply lines or shut-off valve. There *is no* other functional Water Closet/Toilet in the HCV Unit.

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

Defect: The Water Closet/Toilet cannot be flushed or there is a leak or drip.

Level of Defect:

Level 3/Fail: The Water Closet/Toilet cannot be flushed because of an obstruction or another cause. There *is* another functional Water Closet/Toilet in the HCV Unit.

-OR-

There is a leak from the wax ring of a Water Closet/Toilet. There *is* another functional Water Closet/Toilet in the HCV Unit.

Level 3/Fail/Emergency: The Water Closet/Toilet cannot be flushed because of an obstruction or another cause. There *is no* other functional Water Closet/Toilet in the HCV Unit.

-OR-

There is a leak from the wax ring of a Water Closet/Toilet. There *is no other* functional Water Closet/Toilet in the HCV Unit.

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

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

Note:

1) The Inspector must not record a Defect if a stopper is missing.

Level of Defect:

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

There are cracks in the basin.

-OR-

Discoloration in 50% or more of the basin.

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

Level 3/Fail: There is visual evidence that the sink has been removed.

-OR-

A wall mounted sink is not securely mounted and is in danger of falling.

-OR-

There is a leak in the sink supply lines or shut-off valves.

-OR-

The sink's hardware is missing or not functioning.

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

Defect: The water does not drain adequately.

Level of Defect:

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

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

-OR-

There is a leak in the waste pipe or trap.

-OR-

The sink has a missing or improper trap.

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

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

Level of Defect:

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

-OR-

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

-OR-

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

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

-OR-

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

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

-OR-

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

7.2.1.1 *Water Heater – (Plumbing System – Unit)*

This Inspectable Element can have the following defects:

- General Rust/Corrosion
- Inoperable Unit/Components
- Leaking Valves/Tanks/Pipes
- Misaligned Chimney/Ventilation System
- Missing Safety Divider
- Missing Combustion Chamber Cover or Door
- Temperature and Pressure Relief Valve/Discharge Line

General Rust/Corrosion (Water Heater – Plumbing System – Unit)

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

Level of Defect:

Level 1/Pass: There is superficial surface rust.

Level 2/Pass: There is formation of metal oxides, flaking, discoloration, pitting, or a crevice that does not prevent the equipment or piping from functioning.

Level 3/Fail/Emergency: There is formation of metal oxides, flaking, discoloration, pitting, or a crevice. Because of this condition, the equipment or piping does not function.

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

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

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

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

Misaligned Chimney/Ventilation System (Water Heater – Plumbing System – Unit)
Defect: The chimney or venting system on fuel- fired equipment is misaligned, negatively pitched, or exhibits any condition that allows the improper venting of dangerous gasses.

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

Missing Safety Divider (Water Heater – Plumbing System – Unit)
Defect: The safety divider is missing.

Note:

1) The location of the Water Heater cannot present a hazard. The water heater's safety divider isolates the water heater from the living space.
2) Gas or fuel-fired Water Heaters in bedrooms or other living areas must have safety dividers separating the water heater from the living space.
3) The gas or fuel-fired Water Heaters must have design features that allow for "combustion make-up air." Examples include vents or air ducts providing air into the water heater area. Electric Water heaters are exempt from this requirement.

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

Missing Combustion Chamber Cover or Door (Water Heater – Plumbing System – Unit)
Defect: The combustion chamber cover or door is missing or not properly installed.

Level of Defect:
Level 3/Fail: The combustion chamber cover is missing or improperly installed.

Temperature and Pressure Relief Valve/Discharge Line (Water Heater – Plumbing System – Unit)

Defect: The temperature and pressure relief valve on the HCV Unit Water Heating system is missing, damaged, blocked, or installed so that the relief valve is more than 6 inches from the top of the tank, or the relief valve discharge piping is improperly installed or terminates more than 18 inches or less than 2-inches above the floor or waste receptor flood-level rim or to the outdoors.

Note:

1) If the relief valve discharge piping has damage 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, the Inspector must record a Deficiency and provide a comment as to the nature of the damage.

Level of Defect:

Level 3/Fail: The temperature and pressure relief valve on the HCV Unit Water Heating system is missing, damaged, or blocked, or installed so that the relief valve is more than 6 inches from the top of the tank.

-OR-

The relief valve discharge piping is improperly installed or terminates less than 2-inches or more than 18-inches above the floor or waste receptor.

7.2.2 Electrical System (Unit)

The Inspectable Elements for Electrical System are:

- Lighting
- Receptacles (Outlets)/Switches
- Electrical Distribution

This Inspectable Item can have the following defects:

- Disconnected Utilities

Disconnected Utilities (Electrical System – Unit)

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

Level of Defect

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

-OR-

A utility is disconnected in an unoccupied HCV Unit.

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

7.2.2.1 *Lighting (Electrical System – Unit)*

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

This Inspectable Element can have the following defects:

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

Note:

1) The Inspector must evaluate a light that is part of an installed appliance such as the light in the kitchen range hood fan assembly, microwave, or lights integral to a garage door opener under *Lighting (Electrical System – Unit)*.

Missing/Inoperable (Lighting – Electrical System – Unit)

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

Note:

1) If the Inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard, the Inspector must record an electrical hazard under *Electrical Hazards (Health and Safety)*.
2) The Owner or Tenant should have the opportunity to replace a burned out light bulb during the inspection so the Inspector can check that the light fixture is in proper operating condition.

Level of Defect:

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

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

-OR-

Any floor or area lacks illumination.

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

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

Level of Defect:

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

-OR-

A light fixture *is not* readily accessible nor securely mounted to the ceiling or wall, but electrical connections *are not* exposed.

-OR-

A light fixture *is not* readily accessible nor securely mounted to the ceiling or wall, and electrical connections or wires *are* exposed.

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

-OR-
A light fixture is hanging by its wires.

Fixture Globe Missing/Damaged (Lighting – Electrical System – Unit)
Defect: Light fixture globe is missing or damaged but the fixture still functions.

Level of Defect:
Level 1/Pass: Light fixture has a missing or damaged cosmetic cover.
Level 3/Fail: Light fixture has a missing or damaged protective cover.

Comment: If the Defect results in a hazardous condition, the Inspector must record the hazard under *Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)*.

Light Bulb Missing/Broken (Lighting – Electrical System – Unit)
Defect: Light bulb is missing from, or broken off in the light socket.

Note:
1) The defect applies only to light bulbs associated with a permanent, switched, light fixture.

Level of Defect:
Level 3/Fail: A light bulb is broken off in the light socket.
Level 3/Fail/Life Threatening: Light fixture has a missing or broken bulb, and the open socket is readily accessible.

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

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

This Inspectable Element can have the following defects:
- Missing
- Broken
- Inoperable
- Receptacles (Outlets) not Properly Wired
- Missing/Broken Cover Plates
- Unprotected Receptacles (Outlets)
- GFCI Inoperable
- AFCI Inoperable

Missing (Receptacles (Outlets)/Switches – Electrical System – Unit)
Defect: Receptacles (outlets), switches, or both are missing.

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

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

Broken (Receptacles (Outlets)/Switches – Electrical System – Unit)
Defect: A receptacle (outlet) or switch is broken resulting in exposed electrical connections.

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

Inoperable (Receptacles (Outlets)/Switches – Electrical System – Unit)
Defect: When tested, a receptacle (outlet) appears not to be energized with no indication of current at the outlet.

Note:
1) The Inspector must check for the presence of switched outlets.
2) If the Inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard the Inspector must record an electrical hazard under *Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)*.
3) The Inspector must record inoperable light switches under *Missing/Inoperable (Lighting – Electrical System – Unit)* or for switched receptacles under this category.
4) When a receptacle (outlet) is painted over, broken-off prongs are observed stuck in the receptacle, or are unusable for any reason, the Inspector must record a Deficiency and provide a comment.

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

Receptacles (Outlets) not Properly Wired (Receptacles (Outlets)/Switches – Electrical System – Unit)
Defect: When a receptacle (outlet) is tested with a typical Circuit Analyzer, the Circuit Analyzer indicates Open Neutral, Open Hot, Hot/Ground Reversed, Hot/Neutral Reversed or Open Ground.

Note:
1) When a two-prong receptacle (outlet) has been replaced with a Ground Fault Circuit Interrupter (GFCI) receptacle (outlet), the Circuit Analyzer will display an Open Ground. The Inspector must test the GFCI receptacle using the "Test" button on the GFCI device. If the GFCI receptacle trips when the Inspector presses the "Test" button, the Inspector must not record a Deficiency.

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

Missing/Broken Cover Plates (Receptacles (Outlets)/Switches – Electrical System – Unit)
Defect: The flush plate used to cover the opening around a switch or Receptacle (Outlet) is damaged or missing.

Level of Defect:

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

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

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

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

Note:

1) GFCI-protected Receptacles (Outlets) (either by branch circuit breakers or GFCI-protected outlets) must be installed in the following convenience appliance receptacle (outlet) locations:
   a) Bathrooms, within 6 feet of sinks, tubs, showers
   b) Kitchens, above the counter top and not within cabinets, within 6 feet of the sink
   c) Laundry rooms, within 6 feet of laundry sinks
   d) Exterior, Garage, and Unfinished Basement
2) Convenience appliance receptacles (outlets) are defined as receptacles (outlets) where small/convenience appliances are repeatedly plugged in and unplugged.
3) The Inspector must measure the 6 feet starting from the edge of the sink to the center of each set of the receptacle's contact openings.
4) The Inspector cannot evaluate Receptacles (Outlets) designated for major appliances such as a refrigerator, washing machine, dishwasher/disposal, microwave, etc., regardless of distance from the sink under this section.

Level of Defect:

Level 3/Fail: Receptacles (Outlets) within 6 feet of a kitchen sink, bathroom sink, laundry sink, or on the exterior of the HCV Unit are not GFCI-Protected.

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

Defect: The GFCI receptacle (outlet) does not function.

Note:

1) To determine whether the GFCI is functioning, the Inspector must press the "Test" button in the GFCI device.
2) When a two-prong receptacle (outlet) has been replaced with a GFCI receptacle (outlet), the Circuit Analyzer will display an Open Ground. The GFCI receptacle should be tested using the "Test" button on the GFCI device. If the GFCI receptacle trips when the Inspector presses the "Test" button, the Inspector should not record this as a Deficiency.
3) The Inspector must evaluate GFCI circuit breakers under *GFCI Circuit Breaker Inoperable (Electrical System – Unit)*.

Level of Defect:

Level 3/Fail: The GFCI receptacle (outlet) does not function when tested.

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

Note:

1) To determine whether AFCI is functioning, the Inspector must press the "Test" button on the AFCI device.
2) The Inspector must record an inoperable AFCI Circuit Breaker under *AFCI Circuit Breaker Inoperable (Electrical System – Unit)*.

Level of Defect:
Level 3/Fail: The AFCI receptacle (outlet) does not function when tested.

7.2.2.3 *Electrical Distribution (Electrical System – Unit)*

Electrical Distribution includes equipment that safely provides control, protection, metering, and distribution of electrical power throughout the HCV Unit.

Note:

1) The Inspector must have access to electrical panels (breaker/fuse boxes) that are secured at the time of inspection (except for disconnects and timer boxes). The Inspector must record a Deficiency under *Blocked Access to Electrical Panel (Electrical Distribution – Electrical System – Unit)* if the Owner or Tenant does not provide access to any electrical panel (breaker/fuse box) during the inspection.
2) The Inspector must evaluate all timer and disconnects (all electrical boxes other than breaker/fuse) without a secured door/protective cover, provided that doing so will not interrupt electrical service. "Secured" means that the Inspector must use a tool to open the door/protective cover. The Inspector can use tools such as keys for locks, cutters, screwdrivers, or other similar instruments.

This Inspectable Element can have the following defects:

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

Blocked Access to Electrical Panel (Electrical Distribution – Electrical System – Unit)
Defect: A fixed obstruction or item delays or prevents the Inspector's access to any electrical panel in an emergency.

Note:

1) The Inspector cannot record a Deficiency if an item is easy to remove (like a picture frame).

2) The Inspector must record a Deficiency if an electrical panel cover is painted or screwed shut (mechanically fastened).

Level of Defect:

Level 3/Fail: A fixed obstruction or item delays or prevents access to the HCV Unit's electrical panel in an emergency.

Burnt Breakers (Electrical Distribution – Electrical System – Unit)

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

Level of Defect:

Level 3/Fail: Breakers have carbon on the plastic body, or the plastic body is melted or scarred.

-OR-

The panel has carbon residue or arcing scars.

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

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

Note:

1) The Inspector cannot record a Deficiency if the surface rust does not affect the condition of the electrical enclosure.

Level of Defect:

Level 3/Fail: Any corrosion that affects the condition of the components that carry electrical current.

-OR-

Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical Distribution – Electrical System – Unit)

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

Note:

1) The Inspector cannot record a Deficiency if the exposed wires are not intended to be insulated (such as grounding wires).
2) The Inspector should not evaluate low voltage wiring such as telephone and cable TV.

Level of Defect:

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

GFCI Circuit Breaker Inoperable (Electrical Distribution – Electrical System – Unit)

Defect: The GFCI circuit breaker does not function when tested.

Note:

1) To determine whether the GFCI circuit breaker is functioning, the Inspector must press the "Test" button on the device.

2) The defect applies to circuit breakers only. The Inspector must evaluate wall-mounted GFCI receptacles (outlets) under *GFCI Inoperable (Electrical Distribution – Electrical System – Unit)*.

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

AFCI Circuit Breaker Inoperable (Electrical Distribution – Electrical System – Unit)
Defect: The AFCI circuit breaker does not function when tested.

Note:
1) To determine whether the AFCI circuit breaker is functioning, the Inspector must press the "Test" button on the device.
2) The defect applies to circuit breakers only. The Inspector must evaluate wall-mounted AFCI receptacles (outlets) under *AFCI Inoperable (Electrical Distribution – Electrical System – Unit)*.

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

Breakers/Fuses (Electrical Distribution – Electrical System – Unit)
Defect: There is an open circuit breaker or fuse port in a panel board, main panel board, or other electrical box that contains circuit breakers or fuses.

Level of Defect:
Level 3/Fail/Life Threatening: There is an open circuit breaker or fuse port.

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

Note:
1) The defect does not apply to switch and receptacle (outlet) cover plates. The Inspector must record missing switch and receptacle (outlet) cover places under *Missing/Broken Cover Plates (Receptacles (Outlets)/Switches – Electrical System – Unit)*.
2) The Inspector should not evaluate low voltage wiring such as telephone and cable TV.

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

7.2.3 Structure and Finishes (Unit)

The Inspectable Elements for Structure and Finishes are:
- Ceiling
- Doors
- Floors
- Stairs/Patio/Porch/Balcony

- Walls
- Windows

7.2.3.1 *Ceiling (Structure and Finishes – Unit)*

The Ceiling is the visible overhead finish lining the inside of a room or area.

This Inspectable Element can have the following defects:

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

Bulging/Buckling (Ceiling – Structure and Finishes – Unit)

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

Note:

1) The defect applies to structure and/or surface materials such as drywall and plaster.

Level of Defect:

Level 3/Pass: A structural portion of the ceiling, such as beams and joists, are sagging with deflection less than or equal to L/240 where the "L" is length of floor joist span.

-OR-

Up to 25% of the ceiling surface materials, such as drywall or plaster, *are not* secured as intended, but a portion or the remaining ceiling surface *is* still attached to trusses or floor joists. Ceiling failure *is not* likely.

-OR-

Up to 25% of the ceiling surface materials, such as drywall or plaster, are bowed, deflected, sagging, unkeyed, or are no longer aligned horizontally but remaining portion of the ceiling surface *is* still attached to trusses or floor joists. Ceiling failure *is not* likely.

Level 3/Fail: A structural portion of the ceiling, such as beams and joists, are sagging with deflection greater than L/240 where the "L" is length of floor joist span.

-OR-

More than 25% of the ceiling surface materials, such as drywall or plaster, *are not* secured as intended, and a portion or the remaining ceiling surface *is not* attached to trusses or floor joists.

-OR-

More than 25% of the ceiling surface materials, such as drywall or plaster, are bowed, deflected, sagging, unkeyed, or are no longer aligned horizontally and a portion or the remaining ceiling surface *is not* attached to trusses or floor joists.

-OR-

Ceiling failure *is* likely.

Comment: If the Defect results in a structural failure that may threaten the health and safety of the Tenant, the Inspector must record a Health & Safety Deficiency under "Structural Hazards (Health and Safety)."

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

Note:

1) When the Inspector observes multiple holes in the same room, the Inspector must add the holes together to establish defect level. Holes are cumulative per room or area.

Level of Defect:

Level 1/Pass: In any one room, a hole that is smaller than, or equal to 12 inches by 12 inches in any dimension.

Level 3/Pass: In any one room, a hole that is larger than 12 inches by 12 inches in any dimension.

Level 3/Fail: Any hole larger than 1 square inch in the ceiling of a room or closet that contains mechanical or equipment, such as furnaces, boilers, water heaters. This does not include flue clearance openings.

Cracks (Ceiling – Structure and Finishes – Unit)
Defect: The ceiling surface has cracks that may or may not penetrate completely.

Level of Defect:

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

Missing/Damaged Panels/Tiles (Ceiling – Structure and Finishes – Unit)
Defect: Panels or tiles are missing or damaged.

Note:

1) When the Inspector observes multiple missing/damaged ceiling panels or tiles in the same room, the Inspector must add the missing/damaged ceiling panels or tiles together to establish defect level. Ceiling panels and tiles are cumulative per room or area.

Level of Defect:

Level 1/Pass: In any one room, a missing or damaged ceiling panel/tile that is smaller than, or equal to 12 inches by 12 inches in any dimension.

Level 3/Pass: In any one room, a missing or damaged ceiling panel/tile that is larger than 12 inches by 12 inches in any dimension.

Water Stains/Water Damage (Ceiling – Structure and Finishes – Unit)
Defect: Evidence of water infiltration or other moisture-producing conditions.

Note:

1) When the Inspector observes multiple water stains or damage in the same room, the Inspector must add the water stains and damage together to establish defect level. Water stains and damage are cumulative per room or area.

2) An active leak is the unintended entrance of water that the Inspector can observe visually or by touch.

Level of Defect:

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

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

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

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

Peeling/Needs Paint (Ceiling – Structure and Finishes – Unit)

Defect: Ceiling paint that is peeling, cracking, flaking, or otherwise deteriorated OR a surface that is not painted.

Level of Defect:

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

Level 2/Pass: In any one room, the affected area is larger than four square feet.

Comment: If the Inspector observes peeling or deteriorated paint, the HCV Unit was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health & Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

7.2.3.2 *Doors (Structure and Finishes – Unit)*

Doors are the means of access to the interior of an HCV Unit and to a room or closet within the HCV Unit. Doors provide privacy and security, control passage, and provide fire and weather resistance.

Note:

1) The Inspectable Element includes doors such as, but not limited to:
   a) Entry Doors: separate the exterior of a building from the HCV Unit, or separate Common Areas from the HCV Unit;
   b) Fire-Rated (i.e. labeled doors) Doors: separate a mechanical closet from the garage and/or living space, etc.;
   c) Interior doors: separate living spaces (such as a bedroom doors), or separate the living space from the laundry, storage, mechanical, etc.;
   d) Bathroom doors;
   e) Patio doors, sliding glass doors, overhead doors on an attached garage (includes sliding, swinging, or bi-fold garage doors).; and
   f) Screen, Storm and Security Doors.
2) The Inspector must evaluate any door that services an HCV Unit patio/deck/porch, as an Entry Door, regardless of floor level.

This Inspectable Element can have the following defects:

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

Deteriorated/Missing Seals (Entry Only) (Doors – Structure and Finishes – Unit)

Defect: The seals, stripping, and sweep on the Entry Door or Fire-Rated Door that are intended to resist weather, smoke/fire, the entry of pests, and noise are damaged or missing.

Note:

1) This defect only applies to an Entry Door or Fire-Rated Door that is designed with seals. If an Entry Door or Fire-Rated Door shows evidence that a seal was never part of its design, the Inspector cannot record a Deficiency.

Level of Defect:

Level 3/Pass: The seals are missing on an Entry Door or Fire-Rated Door, or the seals are so damaged that they do not function as they should. The resulting gap is less than ½-inch wide and there *is no* evidence of water infiltration.

-OR-

Light is observed around a closed Entry Door or Fire-Rated Door that has no seal deterioration. The resulting gap is less than ½-inch wide and there *is no* evidence of water infiltration.

-OR-

Condensation or discoloration is observed between the glass panes of a thermal pane on an Entry Door or Fire-Rated Door.

Level 3/Fail: The seals are missing on an Entry Door or Fire-Rated Door, or the seals are so damaged that they do not function as they should. The resulting gap is greater than ½-inch wide and there *is* evidence of water infiltration.

-OR-

Light is observed around a closed Entry Door or Fire-Rated Door that has no seal deterioration. The resulting gap is greater than ½-inch wide and there *is* evidence of water infiltration.

Damaged Frames/Threshold/Lintels/Trim (Doors – Structure and Finishes – Unit)

Defect: The frame, header, jamb, threshold, lintel, or trim is warped, split, cracked, or broken.

Note:

1) If the Inspector observes damage to a door's hardware (locks, hinges, etc.), the Inspector must record the defect under *Damaged Hardware/Locks (Doors – Structure and Finishes – Unit)*.

Level of Defect:

Level 2/Pass: An interior door does not function or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

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

Level 3/Fail: An Entry Door, Fire-Rated Door, or garage overhead door (attached garage only) is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

-OR-

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

-OR-

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

Damaged Hardware/Locks (Doors – Structure and Finishes – Unit)

Defect: A door's hardware that provides hinging, hanging, opening, self-closing, surface protection, or security are damaged or missing. Hardware includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

1) Strike plates of door locks are integral component of the lock. The Inspector must record missing strike plates as a Deficiency under this defect.
2) If an interior door is designed without locks, the Inspector must not record it as a Deficiency.
3) A stick is an acceptable alternative to an inoperable lock for a sliding glass door only. If the stick is not installed, the stick must be in the vicinity of the door and the Inspector must install and test the stick to ensure the door can be secured.

Level of Defect:

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

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

Level 3/Fail: An Entry Door, Fire-Rated 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, and privacy *is not* available.

-OR-

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

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

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

Level of Defect:

Level 1/Pass: An interior door has a hole or holes that is between one square inch and12 inches by 12 inches.

-OR-

An interior door has a crack that is less than 1/8-inch wide and 11-inches long.

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

-OR-

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

-OR-

An interior door has rust, broken or missing glass, significant peeling/cracking, or no protective finish. The integrity of the Entry Door *is not* compromised.

-OR-

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

Level 3/Fail: An Entry Door has a hole greater than ½ inch in diameter, cracked glass, significant peeling/cracking, or no protective finish. The integrity of the Entry Door *is* compromised.

-OR-

A Fire-Rated Door has a hole larger than ¼ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass, or other damage. The fire resistance of the Fire-Rated Door *is* compromised.

-OR-

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

-OR-

An interior door has a hole or holes that is greater than 12 inches by 12 inches.

-OR-

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

-OR-

An interior door has rust, broken or missing glass, significant peeling/cracking or no protective finish. The integrity of the interior door *is* compromised.

-OR-

An Entry Door or Fire-Rated Door has a hole of any size that penetrates to the adjoining room, space, or exterior.

Comment: If the Defect (such as broken glass) results in a hazard, the Inspector must record a Health and Safety Deficiency under *Other Hazards (Health and Safety)*. If the Inspector observes peeling or deteriorated paint, the HCV Unit was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Deficiency under *Lead-Based Paint (Health and Safety)*.

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

Defect: Damage to a screen, storm, and/or security door including screens, glass, frames, hardware, and door surfaces.

Note:

1) Screen, Storm, and/or Security doors are not required. The Inspector cannot record a Deficiency if a Screen, Storm, or Security door was not previously installed. "Missing" applies only if a Screen, Storm, and/or Security door was present and is missing at the time of inspection.
2) A Screen Door has a screen with or without a locking device.
3) A Storm Door may have a glass panel and 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.

Level of Defect:

Level 1/Pass: A Screen, Storm, or Security door is missing.

-OR-

A Screen, Storm, or Security door is damaged and is missing screens or glass, as shown by an empty frame or frames. The Screen, Storm, or Security door does not function as it should.

Comment: If the Defect (such as broken glass) results in a hazard, the Inspector must record a Health and Safety Deficiency under *Other Hazards (Health and Safety)*.

Missing Door (Doors – Structure and Finishes – Unit)

Defect: A door is missing.

Note:

1) The Inspector cannot record a missing Bathroom Door as a Deficiency if an enclosure around the water closet/toilet provides privacy.
2) The Inspector cannot record a missing door as a Deficiency If the missing Door enables improved access for an elderly or handicapped Tenant.
3) The Inspector must record a Door that is missing from a jamb or frame as a Deficiency regardless of whether the Door is in the vicinity of the jamb or frame.
4) If an Owner has removed a door from the HCV Unit (without an elderly or handicapped Tenant), the Owner must remove all evidence of the previous Door. The Owner must ensure the holes, strike and fill, sand, and paint the mortised area where the hinges were located; otherwise the Inspector must record a Deficiency.
5) The Inspector must consider double Doors that serve as one Entry Door to be one door. The Inspector must record a Deficiency if one or both doors are missing.
6) Fire-Rated Doors must have an identifying label on the door and jamb. Therefore, if a Fire-Rated Door is missing, the jamb should have an identifying label to indicate a Fire-Rated Door was present. The Inspector can then determine whether a Fire-Rated Door is missing based on an identifying label located on the door jamb.

Level of Defect:

Level 2/Pass: An interior door is missing.

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

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

-OR-

A Fire-Rated Door along the path of egress is missing.

-OR-

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

Level 3/Fail/Emergency: An Entry Door is missing.

7.2.3.3 *Floors (Structure and Finishes – Unit)*

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

This Inspectable Element can have the following defects:

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

Bulging/Buckling (Floors – Structure and Finishes – Unit)

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

Note:

1) The defect applies to floor surface materials such as underlayment, floor boards, plywood, or Oriented Strand Board.
2) The Inspector must evaluate rotted subfloor (often a result of persistent water damage) under *Rot/Deteriorated Subfloor (Floors – Structures and Finishes – Unit)*.
3) If an Inspector determines that the floor bulging or buckling is outside the maximum standard outlined in the defect level below, the Inspector must record this as a Level 3/Fail. If the Owner challenges the Inspector's decision, the Owner may seek the evaluation of a licensed professional (i.e. licensed contractor, architect, engineer, or local building code official). Once the evaluation is complete, the Owner must submit the report to the PHA for review.

Level of Defect:

Level 3/Pass: A floor is sagging or deflection is less than or equal to L/240 where the "L" is length of floor joist span.

-OR-

A floor is bulging, buckling or there is a problem with alignment. Less than 10% of entire room floor area is not attached to subfloor or floor joists

-OR-

Bulging/buckling does not exceed ½ inch in height.

Level 3/Fail: A floor is sagging or deflection is greater than L/240 where the "L" is length of floor joist span.

-OR-

A floor is bulging, buckling or there is a problem with alignment. More than 10% of entire room floor area is not attached to subfloor or floor joists.

-OR-

Bulging/buckling exceeds ½ inch in height.

-OR-

A floor is bulging, buckling or there is a problem with alignment and there is a tripping hazard.

Comment: If bulging or buckling exceeds 3/4 inch, the Inspector must record a Health and Safety Deficiency under *Tripping (Health and Safety)*. If the flooring surface Deficiency is the result of a structural failure, the Inspector must record a Health and Safety Deficiency under *Structural Hazards (Health and Safety)*.

Carpet Missing/Damaged (Floors – Structure and Finishes – Unit)

Defect: Damaged and/or missing carpet.

Level of Defect:

Level 2/Pass: 10% to 50% of any room's floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams.

Level 3/Pass: More than 50% of any room's floor covering has stains, burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material.

Comment: If the Defect results in a hazardous condition, then the Inspector must also evaluate the Deficiency under *Other Hazards (Health and Safety)*.

Hard Floor Covering Missing/Damaged (Floors – Structure and Finishes – Unit)

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

Note:

1) The defect applies to all flooring materials except carpet.

Level of Defect:

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

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

Comment: If the Defect results in a hazardous condition, then the Inspector must also evaluate the defect under *Other Hazards (Health and Safety)*.

Peeling/Needs Paint (Floors – Structure and Finishes – Unit)

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

Level of Defect:

Level 1/Pass: The area affected is more than one square foot, but less than four square feet.

Level 2/Pass: The area affected is more than four square feet.

Comment: If the Inspector observes peeling or deteriorated paint, the HCV Unit was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and& Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

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

Note:
1) The Inspector must assess the damage under *Structural Hazards (Health and Safety)* if the subfloor damage extends to structural members.
2) This type of defect typically occurs in kitchens and bathrooms.

Level of Defect:
Level 2/Fail: Small areas of rot or spongy flooring that are more than one square foot, but less than 4 square feet.
Level 3/Fail: Large areas of rot or spongy flooring that are more than 4 square feet.

Water Stains/Water Damage (Floors – Structure and Finishes – Unit)
Defect: Water stains or water damage, evidence of water infiltration or other moisture producing conditions.

Note:
1) An active leak is the unintended entrance of water that can be observed visually or by touch.

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

7.2.3.4 *Stairs/Patio/Porch/Balcony (Structure and Finishes – Unit)*

Stairs are a series of steps and risers, which may be joined by landings and may connect levels of an HCV Unit. Stairs include supports, frame, stringers, risers, treads, handrails, and guardrails. A patio, porch, balcony, or deck is 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 Tenants using the patio, porch, or balcony.

Note*:*
1) The Inspector must evaluate a patio, porch, balcony, or deck intended for the sole use of the HCV Unit in this section. If the patio, porch, balcony, or deck services multiple dwelling units, the Inspector must evaluate patio, porch, balcony, or deck under *Stairs/Patio/Porch/Balcony (Structure and Finishes –Common Areas)*.

This Inspectable Element can have the following defects:
- Broken/Missing Handrails
- Broken/Missing Guardrails

- Broken/Damaged/Missing Steps or Other Components

Broken/Missing Handrails (Stairs/Patio/Porch/Balcony – Structure and Finishes – Unit)
Defect: The handrail is not securely mounted, damaged, or missing.

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

Broken/Missing Guardrails (Stairs/Patio/Porch/Balcony – Structure and Finishes – Unit)
Defect: The Guardrail is missing, damaged, or not securely mounted.

Note:
1) Any floor surface at a height differential of 30 inches or more from the below adjacent floor or grade requires a Guardrail. The Inspector cannot record a Defect if the height differential is less than 30 inches from the below adjacent floor or grade and there is no Guardrail.

Level of Defect:
Level 3/Fail: A required guardrail is missing, damaged, or not securely mounted.

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

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

7.2.3.5 *Walls (Structure and Finishes – 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 Element can have the following defects:
- Bulging/Buckling
- Damaged
- Damaged/Deteriorated Trim
- Water Stains/Water Damage
- Peeling/Needs Paint

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

Level of Defect:
Level 3/Pass: There is bulging, buckling, sagging, unkeyed plaster, or the wall is no longer vertically aligned. Failure of the wall finish *is not* likely.

Level 3/Fail: There is bulging, buckling, sagging, unkeyed plaster, or the wall is no longer vertically aligned. Failure of the wall finish *is* likely.

Comment: If the wall surface Deficiency is the result of a structural failure, the Inspector must record a Deficiency under *Structural Hazards (Health and Safety)*. If the wall surface damage poses a hazard to the Tenant, the Inspector must record a Deficiency under *Other Hazards (Health and Safety)*.

Damaged (Walls – Structure and Finishes – Unit)

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

Note:

1) The defect does not include small holes created by hanging pictures, etc.
2) The Inspector cannot record a control joint/construction joint as a Deficiency.
3) The Inspector cannot record properly sealed or repaired cracks as a Deficiency.
4) The Inspector must add all observed holes in a room together to estimate the defect level. Holes are cumulative per room or area.

Level of Defect:

Level 1/Pass: Wall damage between one square inch and 12 inches by 12 inches.

-OR-

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

Level 2/Fail: Wall damage that is larger than 12 inches by 12 inches.

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

Damaged/Deteriorated Trim (Walls – Structure and Finishes – Unit)

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

Level of Defect:

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

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

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

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

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

Note:

1) An active leak is the unintended entrance of water that the Inspector observes visually or by touch.

Level of Defect:

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

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

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

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

Level of Defect:
Level 1/Pass: In a room, the affected area is more than one square foot but less than four square feet.
Level 2/Pass: In a room, the affected area is more than four square feet.

Comment: If the Inspector observes peeling or deteriorated paint, the HCV Unit was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

7.2.3.6 *Windows (Structure and Finishes – Unit)*

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

This Inspectable Element can have the following defects:

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

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

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

Comment: If the Defect results in a hazardous condition, the Inspector must record the hazard under *Other Hazards (Health and Safety)*.

Damaged/Missing Screens (Windows – Structure and Finishes – Unit)
Defect: A Window screen is punctured, torn, otherwise damaged, or missing.

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

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

Note:
1) Screen damage does not include scratches and cosmetic defects.

Level of Defect:
Level 1/Pass: Damage to sills, frames, sash, lintels, or trim, but all components *are* present.
-OR-
Damage to sills, frames, sash, lintels, or trim, and all components *are not* present.
Level 2/Fail: Damage to sills, frames, sash, lintels, or trim. The window is no longer weather-tight.

Comment: If the Inspector observes peeling or deteriorated paint, the HCV Unit was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

Inoperable/Not Lockable (Windows – Structure and Finishes – Unit)
Defect: A window cannot be opened or closed because of damage to the frame, faulty hardware or another cause.

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

Level of Defect:
Level 1/Pass: A window is not functioning but can be secured.
Level 2/Fail: A window cannot be secured but it *is not* accessible from the outside.
Level 3/Fail: A window is not functioning and cannot be secured.
-OR-
A window that *is* accessible from the outside cannot be secured.
-OR-
A window cannot be fully closed or is otherwise no longer weather-tight.

Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Structure and Finishes – Unit)
Defect: The caulk, seals, or glazing compound that resists weather is missing or deteriorated, or the window is not weather-tight.

Note:
1) This defect includes Thermopane and insulated windows that are not weather-tight.

Level of Defect:

Level 1/Pass: One or more seals for a window are missing or damaged (they crumble and flake when touched) but the window *is* weather resistant.

-OR-

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

Level 3/Fail: One or more seals for a window are missing or damaged (they crumble and flake when touched) and the window *is not* weather resistant.

Peeling/Needs Paint (Windows – Structure and Finishes – Unit)

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

Level of Defect:

Level 1/Pass: There is peeling paint or a window that needs paint.

Comment: If the Inspector observes peeling or deteriorated paint, the HCV Unit was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

7.2.4 Cabinets, Countertops, and Appliances (Unit)

This Inspectable Item can have the following defects:

- Bathroom Cabinets – Missing/Damaged
- Kitchen Cabinets – Missing/Damaged
- Kitchen Countertops – Missing/Damaged
- Kitchen Dishwasher/Garbage Disposal – Inoperable
- Kitchen Range Hood/Exhaust Fans – Excessive Grease/Inoperable
- Kitchen Range/Oven – Missing/Damaged/Inoperable
- Kitchen Microwave – Missing/Inoperable
- Kitchen Refrigerator – Missing/Damaged/Inoperable
- Laundry Area/Room – Washer Hookup Leaking

Bathroom Cabinets – Missing/Damaged (Cabinets, Countertops, and Appliances – Unit)

Defect: Damaged or missing bathroom cabinets, drawers, shelves, doors, medicine cabinets, or vanities.

Note:

1) An HCV Unit does not require bathroom cabinets. The Inspector must not record a Deficiency if bathroom cabinets are not installed.

Level of Defect:

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

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

Defect: Kitchen cabinets are missing or the laminate is separating. Kitchen cabinets include cases, boxes, or pieces of furniture with drawers, shelves, or doors, that are primarily used for storage and are mounted on walls or floors.

Note:

1) Cabinet defects are based on individual components (doors, drawers, or shelves) as a percentage of the same component's total for the entire cabinet system.
2) The Inspector must record delamination as cabinet damage when applicable. The Inspector cannot record surface chipping or finish deterioration as a recordable defect.

Level of Defect:

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

Level 2/Fail: 10% to 50% of the cabinets, doors, or shelves are missing, or the laminate is separating. There *is not* sufficient space for the storage of food.

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

Level 3/Fail: More than 50% of the cabinets, doors, or shelves are missing, or the laminate is separating. There *is not* sufficient space for the storage of food.

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

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

Note:

1) The surface damage must extend below the surface layer into the substrate.

Level of Defect:

Level 2/Pass: Up to 50% of the total countertop working surface is missing, deteriorated, or damaged below the surface, and is not a sanitary surface on which to prepare food. There *is* sufficient space for food preparation.

Level 2/Fail: Up to 50% of the total countertop working surface is missing, deteriorated, or damaged below the surface, and is not a sanitary surface on which to prepare food. There *is not* sufficient space for food preparation.

Level 3/Pass: More than 50% of the total countertop working surface is missing, deteriorated, or damaged below the surface, and is not a sanitary surface on which to prepare food. There *is* sufficient space for food preparation.

Level 3/Fail: More than 50% of the total countertop working surface is missing, deteriorated, or damaged below the surface, and is not a sanitary surface on which to prepare food. There *is not* sufficient space for food preparation.

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

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

Note:

1) The Inspector must not evaluate a dishwasher that is not intended to be permanently installed.

Level of Defect:

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

Level 3/Fail: The dishwasher or garbage disposal or any associated components or connections are leaking.

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

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

Level of Defect:

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

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

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

-OR-

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

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

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

Note:

1) If a burner(s) on a gas stove is not functioning, the pilot light(s) can be re-lit, and all burners are operable after re-lighting the pilot, the Inspector must evaluate it as a *pilot light is out* Deficiency (not an inoperable burner). If a burner(s) still does not function after re-lighting, the Inspector must record a Deficiency for the inoperable burner(s).
2) The Inspector cannot record the missing burners as a Deficiency when the burners are missing from the stove for cleaning or repair, but can be located during the inspection and reinstalled into the stovetop. As with a gas stove, the Inspector must turn-on and check the burners to confirm functionality after reinstallation.
3) If a gas oven is not functioning, the pilot light(s) can be re-lit, and the oven is operable after re-lighting the pilot, the Inspector must evaluate it as *pilot light out* Deficiency (not an inoperable Oven) If the oven still does not function after re-lighting the pilot, the Inspector must record a Deficiency for the inoperable oven.
4) The Inspector cannot record the missing control knobs as a Deficiency when the control knobs are missing from the stove, but can be located during the inspection and reinstalled on the stove.
5) Hot plates are not an acceptable substitute for stoves or ranges.

Level of Defect:

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

-OR-

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

-OR-

The oven pilot light is out.

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

-OR-

There are no oven racks.

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

-OR-

One or more burners are not functioning.

-OR-

The oven is not functioning.

-OR-

The oven door handle is missing.

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

Defect: A qualifying microwave is missing or inoperable.

Note:

1) A qualifying microwave is a microwave oven. A microwave may be substituted for an Owner-supplied oven and stove or range if the Tenant agrees, and if a microwave oven is furnished to both subsidized- and unsubsidized-Tenants in the same building or premises.

Level of Defect:

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

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

Defect: The refrigerator is missing or does not cool adequately for the safe storage of food.

Note:

1) The Inspector can only evaluate the refrigerator located in the kitchen area and used primarily for the storage of food.
2) The PHA can elect to test the proper working order of a refrigerator/freezer, following the guidelines established by the USDA Food Inspection Service, or state or local codes. An acceptable temperature for a refrigerator in proper working order is above 32 degrees F and below 40 degrees F; an accepted temperature for a freezer in proper working order is a temperature below 0 degrees F.
3) The primary refrigerator must be adequately sized to meet the Tenant's needs. For example, a dormitory-size refrigerator is not allowed as the primary refrigerator for a family; if present, must be noted as *A dormitory-sized refrigerator is the only device present in the HCV Unit*. Preference for any other sized-refrigerator should be noted as Tenant choice.

Level of Defect:

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

-OR-

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

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

-OR-

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

-OR-

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

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

-OR-

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

Laundry Area/Room – Washer Hookup Leaking (Cabinets, Countertops, and Appliances – Unit)
Defect: The hot/cold water shut off valves supplying the washer or the hoses from the valves to the washer are actively leaking.

Note:

1) The Inspector must evaluate leaks that originate from the water supply lines servicing the laundry area under *Leaking Central Water Supply (Domestic Water – Building Systems)*.

Level of Defect:

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

-OR-

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

7.2.5 Life Safety Equipment (Unit)

This Inspectable Item can have the following defects:

- Smoke Detector – Missing/Inoperable
- Carbon Monoxide Detector – Missing/Inoperable

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

Note:

1) There must be at least one smoke detector on each living level.
2) If a smoke detector is present, the smoke detector must function as designed.
3) "Missing" means there is evidence that suggests the Owner or Tenant has removed a smoke detector that was previously present. A "paint ring" alone, in the shape of a smoke detector, does not indicate a missing detector.
4) When multiple smoke detectors are interconnected (wired together so that one triggers all others), the Inspector must test each smoke detector for correct functionality.
5) Smoke detectors that are part of a building-wide fire alarm system (found either in the Unit or in Common Areas frequented by the Tenant) require special consideration. The Inspector must verify if the smoke detector only alerts local entities (on-site) prior to testing. If the smoke detector system is a monitored system that alerts an outside agency, and recent documentation (within the previous 12 months) is provided indicating the system has been tested and functions properly, the Inspector must not activate the system but must ensure all visible components appear to be in place. If

satisfactory test documentation cannot be provided and the system cannot be tested, the Inspector must consider the smoke detector as inoperable.

6) HUD's intent with UPCS-V is not to preempt a stricter state or local standard. Therefore, at a minimum, smoke detectors should be installed in accordance with NFPA 74. The PHA must also include any additional information on local and/or state Fire Marshall requirements in their Administrative Plans.

Level of Defect:

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

-OR-

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

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

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

Note:

1) An HCV Unit with a fuel-burning appliance(s) or an attached garage must have a carbon monoxide (CO) detector installed in the immediate vicinity of sleeping areas.
2) A bedroom with a fireplace or another fuel-burning appliance must have a CO detector installed within the bedroom.
3) An HCV Unit without fuel-fired appliances, located within a multi-unit building that has integral garage space and/or fueled central heat or hot water systems must install a CO detector in the immediate vicinity of sleeping areas.

Level of Defect:

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

7.2.6 Heating, Cooling, and Ventilation (Unit)

The Inspectable Element for Heating, Cooling, and Ventilation is:

- HVAC System

This Inspectable Item can have the following defects:

- Bathroom Ventilation/Exhaust System – Inoperable
- Dryer Vent Missing/Damaged/Inoperable

Bathroom Ventilation/Exhaust System – Inoperable (Heating, Cooling, and Ventilation – Unit)

Defect: The apparatus used to exhaust air has failed.

Note:

1) The bathroom must have some form of ventilation, either an operable exhaust fan, vent shaft, or a functioning window.
2) If the Owner or Tenant disconnected an exhaust fan, the Inspector must consider the exhaust fan functional if it can be immediately reconnected for the inspection.
3) In multi-unit buildings, vent shafts and a centrally located fan may provide bathroom ventilation.

4) Gravity, or free-flow vents which do not have a mechanical fan to push or pull air are common in warmer climates.
5) A bathroom window must open to the exterior.

Level of Defect:

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

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

-OR-

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

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

Dryer Vent Missing/Damaged/Inoperable (Heating, Cooling, and Ventilation – Unit)

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

Note:

1) The Inspector cannot record a Deficiency when a dryer specifically designed for unvented operation and is installed per manufacturer's instructions.
2) When all components of a through-the-wall-dryer vent are missing, the Inspector must record a Deficiency under *Missing/Damaged/Loose Pieces/Holes/Spalling (Walls – Building Exterior)*.

Level of Defect:

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

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

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

7.2.6.1 *HVAC System (Heating, Cooling, and Ventilation – Unit)*

The HVAC system provides heating, cooling and ventilation to the HCV Unit. The HVAC System includes building heating or cooling system components that service the Unit, such as boilers, chillers, circulating pumps, distribution lines, fuel supply, split and through -wall HVAC units, etc. The HVAC System does not include redundant or non-permanent equipment. The PHA is responsible for defining what constitutes adequate heat (or cooling), appropriate to the climate.

This Inspectable Element can have the following defects:

- Convection/Radiant Heat System Covers Missing/Damaged
- Fuel Supply Leaking
- Inoperable
- Fuel-Fired Space Heater
- No Access
- Misaligned Chimney/Ventilation System
- Noisy/Vibrating/Leaking
- Unit Ventilation

Convection/Radiant Heat System Covers Missing/Damaged (HVAC System – Heating, Cooling, and Ventilation – Unit)
Defect: A cover on the convection/radiant heat system is missing or damaged.

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

Comment: If the missing cover has resulted in a hazardous condition, the Inspector must record the hazard under *Other Hazards (Health and Safety)*.

Fuel Supply Leaking (HVAC System – Heating, Cooling, and Ventilation – Unit)
Defect: A storage vessel, fluid line, valve, or connection that supplies fuel to an HVAC unit is leaking; there is evidence of drips, a puddle, or the strong smell of fuel in the area.

Note:
1) The defect applies primarily to liquid-fuel powered equipment. Leaking natural gas or propane is a life-threatening condition and the Inspector must record the Deficiency under *Propane/Natural Gas/Methane Gas Detected (Air Quality – Health and Safety)*.

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

Comment: If the leak results in an accumulation of flammable material that could present a hazard, the Inspector must also evaluate the defect under *Flammable/Combustible Materials – Un-Capped Gas/Fuel Supply Lines (Health and Safety)*.

Inoperable (HVAC System – Heating, Cooling, and Ventilation – Unit)
Defect: The HVAC system does not function.

Note:
1) Some tenantable properties may contain an HVAC System that is powered by a boiler. Depending on the size and type of boiler, the PHA has the discretion to require Inspectors to evaluate boilers. If the boiler providing heat to the Unit HVAC System meets the jurisdictional requirements for inspection, the Inspector can verify the inspection certificate is current in lieu of a visual inspection.
2) The Inspector must record an inoperable system as an Emergency when the inoperable system fails to meet PHA-established criteria for emergency heating or cooling, with consideration for ambient temperature range and ventilation.

Level of Defect:
Level 3/Fail: The HVAC system does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.
Level 3/Fail/Emergency: The HVAC system *does not* function and fails to meet established criteria 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.

Fuel-Fired Space Heater (HVAC System – Heating, Cooling, and Ventilation – Unit)

Defect: A vented fuel-fired space heater is not properly installed, missing components allow contact with heating surface, or a non-vented space heater is present in the HCV Unit.

Note:

1) Vented fuel-burning space heaters may be present in dwelling units located in milder climates. If a vented fuel-burning space heater is present, it must be connected to an approved chimney or vent, and it must have a supply of air for combustion (meaning an open window or other means of air supply.) Non-vented fuel-burning space heaters are not allowed and if present, the Inspector must record a Life-Threatening Deficiency.
2) Space heaters will have safety bars, safety grill, and glass safety shield or view glass separating the combustion chamber from the room environment.

Level of Defect:

Level 3/Fail: Safety devices associated with the vented space heater are missing or damaged.

Level 3/Fail/Life Threatening: The vented space heater is not properly vented or lacks available combustion air.

-OR-

A non-vented space heater is present.

No Access (HVAC System – Heating, Cooling, and Ventilation – Unit)

Defect: The HVAC system does not require a certificate (as per the local jurisdiction) and the equipment cannot be accessed for visually inspection.

Level of Defect:

Level 3/Fail/Emergency: The HVAC system does not require a certificate and the equipment that services the voucher unit cannot be accessed for visual inspection.

Misaligned Chimney/Ventilation System (HVAC System – Heating, Cooling, and Ventilation – Unit)

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

Level of Defect:

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

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

Noisy/Vibrating/Leaking (HVAC System – Heating, Cooling, and Ventilation – Unit)

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

Level of Defect:

Level 1/Pass: The HVAC system produces abnormal vibrations, other noise, or leaks when engaged. The system *does* provide enough heating or cooling to maintain an ambient temperature range defined by the PHA in the major living areas.

Level 3/Fail/Emergency: The HVAC system produces abnormal vibrations, other noise, or leaks when engaged. The system *does not* provide enough heating or cooling to maintain a minimum temperature range in the major living areas.

Unit Ventilation (HVAC System – Heating, Cooling, and Ventilation – Unit)

Defect: No source of HCV Unit ventilation is present.

Note:

1) Adequate ventilation is provided by operable windows, central fan ventilation systems, evaporative cooling systems, and room or central air conditioning.
2) If operable windows are the sole means of ventilation, there must be at least one operable window on each exterior wall, if so designed.
3) Each floor level of the HCV Unit must meet the Fundamental Requirements for ventilation (excluding unfinished basements and attics).

Level of Defect:

Level 3/Fail: No source of HCV Unit ventilation is present.

7.3 Building Systems

Building Systems include the building wide systems and components that provide essential services to the unit, such as water, sewer, power, fire protection, and elevators.

BUILDING SYSTEMS INSPECTABLE ITEMS

The Inspectable Items for Building Systems are:

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

7.3.1 Domestic Water (Building Systems)

The Domestic Water system is the portion of the Building Systems that provides potable water conditioning, heating, and distribution. It takes its source from outside the Building Systems and terminates in domestic plumbing fixtures. The Domestic Water system can consist of water conditioners (filters and softeners), water heaters, transfer and circulating pumps, strainers, connecting piping, fittings, valves, and supports.

Note:

1) The Domestic Water system does not include portion of water supply that connects to the heating and cooling system. Also, the delivery points of the system such as sinks and faucets in HCV Units or Common Areas.

This Inspectable Item can have the following defects:

- Leaking Central Water Supply
- Misaligned Chimney/Damaged Ventilation System
- Private Water Supply Inoperable/Contaminated

The Inspectable Element for Domestic Water is:

- Water Heater

Leaking Central Water Supply (Domestic Water – Building Systems)

Defect: Water leaking from any water system component, including valve flanges, stems, and bodies, piping and pipe connections, hose bibs, or any domestic water tank and its pipe and pipe connections.

Note:

1) The defect includes both hot and cold water systems, but does not include fixtures. The Inspector must evaluate fixtures under *Unit* 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. The Inspector must evaluate these pumps accordingly.

Level of Defect:

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

Level 3/Fail: Water is leaking from any water system component and the leak *does* directly affect the inside of the HCV Unit.

Misaligned Chimney/Ventilation System (Domestic Water – Building Systems)

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

Level of Defect:

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

Private Water Supply Inoperable/Contaminated (Domestic Water – Building Systems)

Defect: The private water supply or any of its components are damaged, inoperable, contaminated, or otherwise unable to supply potable water to the building/unit. Or the private water supply has not been certified/ approved by local authority (if required).

Note:

1) The PHA should determine any certification requirements based on state or local regulations or codes.

Level of Defect:

Level 3/Fail: The private water supply is damaged, inoperable, or otherwise unable to supply potable water to the HCV Unit.

-OR-

Private water supply is not certified or approved in accordance with local requirements.

7.3.1.1 *Water Heater – (Domestic Water – Building Systems)*

This Inspectable Element can have the following defects:

- General Rust/Corrosion
- Inoperable Unit/Components
- Leaking Valves/Tanks/Pipes
- Misaligned Chimney/Ventilation System
- Missing Combustion Chamber Cover or Door
- Temperature and Pressure Relief Valve/Discharge Line

General Rust/Corrosion (Water Heater – Domestic Water – Building Systems)

Defect: The Water Heater components or its associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting, or crevices.

Level of Defect:

Level 1/Pass: There is superficial surface rust.

Level 2/Pass: There is formation of metal oxides, flaking, discoloration, or a pit or crevice that *does not* prevent the equipment or piping from functioning.

Level 3/Fail: There is formation of metal oxides, flaking, discoloration, or a pit or crevice that *does* prevent the equipment or piping from functioning.

Inoperable Unit/Components (Water Heater – Domestic Water – Building Systems)

Defect: Hot water supply is not available, because the water heater or any of its components have malfunctioned.

Level of Defect:

Level 3/Fail: No hot water.

Leaking Valves/Tanks/Pipes (Water Heater – Domestic Water – Building Systems)

Defect: Water leaking from any of the water heater's components, including valves, flanges, stems, bodies, domestic hot water tank, or the water heater's piping.

Level of Defect:

Level 3/Fail: Water is leaking.

Misaligned Chimney/Ventilation System (Water Heater – Domestic Water – Building Systems)

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

Level of Defect:

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

Missing Combustion Chamber Cover or Door (Water Heater – Domestic Water – Building Systems)

Defect: The combustion chamber cover or door is missing or not properly installed.

Level of Defect:

Level 3/Fail: The combustion chamber cover is missing or improperly installed.

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

Defect: The temperature and pressure relief valve on the unit water heating system is missing, damaged, or blocked, or installed so that the relief valve is more than 6 inches from the top of the tank, or the relief valve discharge piping is improperly installed or terminates more than 18 inches or less than 2 inches above the floor or waste receptor flood level rim or to the outdoors.

Note:

1) If the Inspector observes associated problems with the relief valve discharge piping such as the end of the extension is threaded, a shut off valve is installed in the extension or the extension does not have a downward slope, the Inspector must record a Deficiency and provide a comment as to the nature of the Deficiency.

Level of Defect:

Level 3/Fail: The temperature and pressure relief valve on the water heating system is missing, damaged, or blocked, or installed so that the relief valve is more than 6 inches from the top of the tank.

-OR-

The relief valve discharge piping is improperly installed or terminates less than 2 inches or more than 18 inches above the floor or waste receptor.

7.3.2 Elevators (Building Systems)

The Elevators are the vertical conveyance system for moving personnel, equipment, materials, household goods, etc.

This Inspectable Item can have the following defects:

- Inoperable Elevators
- Elevator - Tripping

Inoperable Elevators (Elevators – Building Systems)

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

Note:

1) The Inspector must review the elevator certificate to ensure it is current. If the elevator has passed the required elevator inspection but has not received the formal certificate for the purposes of meeting the UPCS-V Protocol.
2) The Inspector should not enter the elevator machinery room unless it is the only route to another Inspectable Area, or if the elevator machinery room contains non-elevator equipment associated with the Unit and the equipment must be inspected.

Level of Defect:

Level 1/Pass: The Elevator *does not* function but there *is* another functioning Elevator in the building that is usable by the Tenant.

Level 3/Fail: The Elevator does not function at all and there is no other functioning Elevator in the building that is usable by the Tenant.

-OR-

The Elevator certificate is expired or missing.

Level 3/Fail/Emergency: The Elevator doors open when the cab is not there.

Elevator – Tripping (Elevators – Building Systems)

Defect: An elevator cab is misaligned with the floor by more than 3/4 inch. The elevator does not level as it should, which causes a tripping hazard.

Level of Defect

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

Comment: If the misalignment exceeds ¾-inch, the Inspector must record a Health and Safety Deficiency under *Tripping (Health and Safety)*.

7.3.3 Emergency Power (Building Systems)

Emergency Power is the standby/backup equipment (battery or generator set) intended to supply illumination or power (or both), during utility outage or an emergency.

This Inspectable Item can have the following defects:

- Auxiliary Lighting Inoperable
- Missing/Damaged Exit Signs
- Back-up Generator - Run-Up Records/Documentation Not Available

Auxiliary Lighting Inoperable (Emergency Power – Building Systems)

Defect: Emergency lighting that provides illumination during power outages does not function as it should.

Note:

1) Limited to Emergency Lighting that covers the most likely path of egress from the HCV Unit or Common Areas frequented by the Tenant.

Level of Defect:

Level 3/Fail: Emergency Lighting does not function as it should.

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

Note:
1) Exit Signs are not required; the Inspector must not record a Deficiency if an Exit Sign has not been previously installed at an Exit.
2) This defect is limited to Exit Signs along the most likely path of egress from the HCV Unit or Common Areas frequented by the Tenant.
3) The Inspector should reference the PHA Administrative Plan for additional guidance on Exit Sign requirements.

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

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

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

Level of Defect:
Level 3/Fail: No run-up records covering the past 12 months are available.

7.3.4 Fire Protection (Building Systems)

Fire Protection are designed to minimize the effects of a fire. Fire Protection includes portable fire extinguishers and permanent sprinkler systems.

Note:
1) This Inspectable Item does not include fire detection, alarm, or control devices.

This Inspectable Item can have the following defects:

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

Missing/Damaged Sprinkler Head (Fire Protection – Building Systems)

Defect: A sprinkler head 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) This defect applies to paint applied to the sprinkler head only. The Inspector cannot record a Deficiency for paint on an escutcheon ring.

Level of Defect:

Level 3/Fail: Any sprinkler head or its components is missing, visibly disabled, painted over, blocked or capped.

-OR-

A sprinkler head is missing an escutcheon ring.

Missing/Damaged/Expired Extinguishers (Fire Protection – Building Systems)

Defect: A portable fire extinguisher is not where it should be, is damaged, discharged, overcharged or the extinguisher certification has expired. Fire extinguishers installed in a multi-unit building must meet the requirements of the local code authority and will be tagged (by an authorized entity) showing that they have been inspected and certified in accordance with the local code requirements.

Note:

1) The Inspector must evaluate fire extinguishers in Common Areas only when the fire extinguishers are directly along the Tenant's most common path of travel, fire egress route, or located in an area intended for Tenant use.
2) If Fire Extinguishers are not present and there is no evidence, such as mounting brackets or fire cabinets, the Inspector cannot record a Deficiency.
3) If the inspection tag is missing during the inspection, the Owner may produce proof that the Fire Extinguisher certification is current such as an inspection report or the invoice from the fire extinguisher company for the last inspection. If the Owner provides such proof, the Inspector cannot record a Deficiency for a missing tag.
4) With respect to disposable (or non-rechargeable) Fire Extinguishers, the Inspector must visually check the gauge, which must clearly indicate the fire extinguisher is adequately charged. Disposable fire extinguishers are not required to be tagged.

Level of Defect:

Level 3/Fail/Life Threatening: Fire Extinguisher is missing, damaged, discharged, overcharged, or expired.

7.3.5 Sanitary System (Building Systems)

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

Note:

1) The Sanitary System does not include Site storm drainage. For Site storm drainage, the Inspector must refer to *Damaged/Obstructed (Storm Drainage – Site)*.

This Inspectable Item can have the following defects:

- Broken/Leaking/Clogged Pipes or Drains
- Missing Drain/Cleanout/Manhole Covers
- Septic System

Broken/Leaking/Clogged Pipes or Drains (Sanitary System – Building Systems)

Defect: There is a drain clogged or components of the sanitary system are leaking.

Note:

1) An active leak is the unintended entrance of water that can be observed visually or by touch.

Level of Defect:

Level 3/ Fail: There is an active leak in or around the system components.

-OR-

There is evidence of standing water, puddles, or ponding, a sign of leaks or clogged drains.

Missing Drain/Cleanout/Manhole Covers (Sanitary System – Building Systems)

Defect: A protective cover is missing/damaged, or a cover is improperly installed and can create a hazardous condition.

Note:

1) A protective cover includes drain, cleanout and manhole covers.
2) The Inspector must record a Deficiency only when missing or damaged cleanout covers have the potential to directly affect the HCV Unit.
3) The Inspector must evaluate manhole covers for any condition that could present a hazard when the manhole cover(s) exist in area(s) frequently traveled by the Tenant.

Level of Defect:

Level 3/Pass: A Drain Cover is missing or damaged.

-OR-

A Cleanout Cover is missing or damaged but there *is no* direct effect on the HCV Unit.

Level 3/Fail: A Cleanout Cover is missing or damaged and there *is* a direct negative effect on the HCV Unit.

-OR-

A Manhole Cover is missing/damaged.

Septic System (Sanitary System – Building Systems)

Defect: The septic system servicing the building/HCV Unit or any of its associated components has visibly failed or has not been certified/approved by local authority.

Note:

1) Private sanitary systems are typically certified/approved by a local authority such as a building or health department. The PHA should establish any certification requirements in accordance with state or local regulations and codes.

Level of Defect:

Level 3/Fail: The septic system has visibly failed.

-OR-

Septic system has not been certified or approved in accordance with local requirements.

7.4 Common Areas

Common Areas consist of primary and secondary means of Egress from the HCV Unit's Entry Door and common features such as the laundry room, community room, mail room, and mechanical rooms that contain equipment that directly services the HCV Unit.

Note:

1) The Inspector can only evaluate areas and items that the Tenant is likely to use; the Inspector cannot evaluate areas and items the Tenant does not use. If the Tenant has access to the mechanical room, the Inspector must evaluate it for health and safety issues. If the Tenant does not have access to the mechanical room, the Inspector can only inspect the mechanical room for the function and condition of the equipment.
2) Common features designated for the use of the Tenant, such as laundry room, community room, etc. must have one usable Exit designed for egress to the Public Way or Exit Access. That Exit must be available when the room is in use.
3) Primary and secondary means of Egress: Egress is defined as the hallways, stairways, and Exit doors that lead from the HCV Unit to the outside of the building and to the Public Way. A building housing an HCV Unit must have two means of egress.
   a) The primary means of Egress is the shortest, most direct path from the HCV Unit to the Public Way. The secondary means of Egress is the next most viable means of exit.
   b) The Inspector must evaluate the entire path from the HCV Unit to the Exit Discharge of both the primary and secondary means of Egress.
   c) The Exit Discharge must be clear and open to the Public Way. Egress is recorded under *Egress (Health and Safety)*. Inspectable items along the egress path include all Life Safety Equipment such as, Exit Signs, Emergency Lighting, Fire Extinguishers, and the function of Fire-Rated Doors are recorded under their respective Inspectable Area.
4) The Inspector must evaluate any doors or windows that provide access to a Fire Escape; these doors or windows must be fully functional and clear regardless of whether the building has another acceptable primary and secondary means of Egress. The condition and serviceability of the Fire Escape structure is evaluated under *Fire Escapes (Building Exterior)*.

5) The Inspector must evaluate features such as the laundry room, community room, common kitchen, computer or game room, mail room, swimming pool, pool house, fitness center, etc. for any hazardous condition that could endanger the health and safety of the Tenant. When Common Areas, for example a laundry facility, is located in a free-standing building separate from the HCV Unit's building, the Inspector must evaluate the exterior and immediate surrounding area under *Site* and evaluate the interior of the laundry building under *Common Areas*.
6) The Inspector must record any appliance leaking onto floors or walls under *Water Stains/Water Damage (Walls – Structure – Common Areas)*.

COMMON AREAS INSPECTABLE ITEMS

The Inspectable Items for Common Areas are:

- Plumbing System
- Electrical System
- Structure and Finishes
- Cabinets, Countertops, and Appliances
- Life Safety Equipment
- Heating, Cooling, and Ventilation
- Other Items

The locations of Common Areas Inspectable Items are:

- Basement/Garage/Carport.
  - Basement: the lowest habitable story of a building, usually below ground level.
  - Garage: a building or wing of a building in which to park a car.
  - Carport: a roof projecting from the side of a building or free standing, used to shelter an automobile.
- Closet/Utility/Mechanical: an enclosed room or closet housing machines and/or equipment that service the building.
- Community Room: meeting place used by members of a community for social, cultural, or recreational purposes.
- Halls/Corridors/Stairs: passageway in a building, which organizes its rooms, apartments and staircases.
- Kitchen: a place where food is cooked or prepared; the facilities and equipment used in preparing and serving food.
- Laundry Room: place where soiled clothes and linens are washed and/or dried.
- Lobby: a foyer, hall, or waiting room at or near the entrance of a building.
- Other community spaces.
- Patio/Porch/Balcony: covered entrance to a building, usually with a separate roof or a recreation area that adjoins Common Areas.
- Pools and Related Structures: swimming pools and related structures including fencing, etc.
- Restrooms/Pool Structures: a room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet; this includes locker rooms or bathhouses associated with swimming pools.
- Storage: a room in which items are kept for future use.
- Trash Collection Areas: collection areas for trash/garbage common pick-up.

7.4.1 Plumbing System (Common Areas)

This Inspectable Item can have the following defects:

- Kitchen Sink – Missing/Damaged
- Kitchen Sink – Waste Pipes/Trap
- Kitchen Sink – Leaking Faucets/Associated Hardware/Supply Lines
- Restroom Sink – Missing/Damaged
- Restroom Sink – Waste Pipes/Trap
- Restroom Sink/Shower or Tub – Leaking Faucets/Associated Hardware
- Restroom Shower/Tub – Missing/Damaged
- Restroom Shower/Tub – Waste Pipes/Trap
- Restroom Water Closet/Toilet – Damaged/Missing
- Restroom Water Closet/Toilet – Waste Pipes/Trap

Kitchen Sink – Missing/Damaged (Plumbing System – Common Areas)

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

Note:

1) The Inspector must not record a Defect if a stopper is missing.
2) Primary kitchen hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.

Level of Defect:

Level 1/Pass: The sink can be used, but either of these conditions are present:
There are cracks or discoloration in 50% or more of the basin.
-OR-
Any of the sink's secondary hardware is missing or not functioning.
-OR-
The shut off valves servicing the sink are missing a handle or otherwise inoperable.

Level 3/Pass: The sink missing or cannot hold water.
-OR-
The sink's primary hardware is missing or not functioning.

Kitchen Sink – Waste Pipes/Trap (Plumbing System – Common Areas)

Defect: The water does not drain adequately.

Level of Defect:

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

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

Kitchen Sink – Leaking Faucets/Associated Hardware/Supply Lines (Plumbing System– Common Areas)

Defect: The basin faucet, drain, or associated hardware, or supply lines leak.

Note:

1) Primary kitchen hardware is defined as the faucet and handles. Secondary hardware refers to sprayers, instant hot water dispensers, soap dispensers, etc.

Level of Defect:

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

-OR-

There is a leak from the faucet and it *is* contained by the sink basin.

Level 3/Pass: There is a continuous flow of water from the faucet when the control is in the "Off" position, and it *is* contained by the sink basin.

-OR-

There is a leak from the sink's hardware or plumbing connections other than the faucet and it *is not* contained by the sink basin.

-OR-

There is a leak from the faucet and it *is not* contained by the sink basin.

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

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

Note:

1) Some shut off valves may not have handles and require a special wrench to turn on-and-off. The Inspector cannot record a defect if the shut off valves require this special wrench.
2) If a sink is not securely mounted, it may be at risk for a water leak. The Inspector must inspect sinks for the following:
   a) Signs of pulling away from the wall.
   b) Appearance of a gap between the sink and wall.
   c) Movement of the sink when water is turned on or off.
   d) Downward lean of the front edge of sink toward floor.
   e) Signs of separation at seams of a vanity if sink is mounted on a vanity, or the vanity is pulling away from the wall.
3) If the Inspector identifies a leak, the Inspector must record the Deficiency under *Restroom Sink/Shower or Tub – Leaking Faucets/Associated Hardware (Plumbing System – Common Areas)*.

Level of Defect:

Level 1/Pass: The sink can be used but any of these conditions are present:

There are cracks in the basin.

-OR-

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

-OR-

A mechanical stopper is damaged and the basin will not drain.

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

-OR-

The sink is missing or cannot hold water, there is a leak in the sink supply lines or shut-off valves, the sink's hardware is missing or not functioning, or a wall mounted sink is not securely mounted.

Restroom Sink – Waste Pipes/Trap (Plumbing System – Common Areas)

Defect: The water does not drain adequately.

Level of Defect:

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

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

-OR-

There is a leak in the waste pipe or trap.

-OR-

The sink has a missing or improper trap.

Restroom Sink/Shower or Tub – Leaking Faucets/Associated Hardware (Plumbing System – Common Areas)

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

Level of Defect:

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

-OR-

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

-OR-

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

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

-OR-

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

-OR-

There is a leak from the sink's or shower or tub's hardware other than the faucet and it *is not* contained by the basin. The flow of water *cannot* be controlled.

-OR-

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

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

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

Note:

1) The defect does not include leaking faucets and pipes.
2) The Inspector must not record a defect if a stopper is near the tub.
3) The Inspector cannot consider a missing or inoperable mechanical stopper as "associated hardware" and can record the L1 defect only.

Level of Defect:

Level 1/Pass: The shower or tub *can* be used, but either of these conditions are present:
There are cracks in the basin.
-OR-
There is discoloration in more than 50% of the basin.

Level 3/Pass: The shower or tub is missing or there is other basin damage that renders the shower or tub unusable.
-OR-
There is a leak in the shower or tub supply line, or the shower or tub faucets, drains, or associated hardware is missing or has failed

Restroom Shower/Tub – Waste Pipes/Trap (Plumbing System – Common Areas)

Defect: The water does not drain adequately.

Level of Defect:

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

Restroom Water Closet/Toilet – Damaged/Missing (Plumbing System – Common Areas)

Defect: A Water Closet or Toilet is damaged or missing.

Note:

1) The Inspector must evaluate for leaks if the Water Closet/Toilet is loose.

Level of Defect:

Level 2/Pass: Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged, but the Water Closet/Toilet *can* be used.

Level 3/Pass: Seat, flush handle, tank cover, mounting hardware, or other associated hardware are missing, loose, or damaged, and the Water Closet/Toilet *cannot* be used.
-OR-
There are cracks or fractures in the Water Closet/Toilet tank or bowl, but it *is* able to hold water.
-OR-
There are cracks or fractures in the Water Closet/Toilet tank or bowl, and it *is not* able to hold water.
-OR-
The tank or bowl is leaking, the Water Closet/Toilet "runs" constantly, or there is a leak or drip in the Water Closet/Toilet supply lines or shut-off valve.
-OR-

The handles are missing from the shut off valves servicing the Water Closet/Toilet or the valve is otherwise inoperable.

-OR-

The bowl or base is not securely mounted or is damaged at the mounting hardware location.

Restroom Water Closet/Toilet – Waste Pipes/Trap (Plumbing System – Common Areas)

Defect: The Water Closet/Toilet cannot be flushed or there is a leak or drip.

Level of Defect:

Level 3/Pass: The Water Closet/Toilet cannot be flushed because of an obstruction or another cause.

-OR-

There is a leak from the wax ring of a Water Closet/Toilet.

7.4.2 Electrical System (Common Areas)

The Inspectable Elements for Electrical System are:

- Lighting
- Receptacles (Outlets)/Switches
- Electrical Distribution

7.4.2.1 *Lighting (Electrical System – Common Areas)*

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

Note:

1) The Inspector must evaluate a light that is part of an installed appliance such as the light in the kitchen range hood fan assembly, microwave, or lights integral to a garage door opener under *Lighting (Electrical System – Common Areas)*.

This Inspectable Item can have the following defects:

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

Missing/Inoperable (Lighting – Electrical System – Common Areas)

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

Note:

1) If the Inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard, the Inspector must record an electrical hazard under *Electrical Hazards (Health and Safety)*.
2) The Owner or Tenant should have the opportunity to replace a burned out light bulb during the inspection so the Inspector can check that the light fixture is in proper operating condition.

3) The Inspector cannot record 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 there are these types of lights, the Owner should verify that these conservation systems are in place.

Level of Defect:

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

-OR-

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

Level 3/Fail: There is a lack of illumination in any floor or area.

Loose/Hanging Light Fixture (Lighting – Electrical System – Common Areas)

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

Level of Defect:

Level 3/Fail: A light fixture 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.

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

-OR-

A light fixture that *is* readily accessible is hanging by its wires.

Fixture Globe Missing/Damaged (Lighting – Electrical System – Common Areas)

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

Level of Defect:

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

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

Comment: If the missing globe results in a hazardous condition, the Inspector must record the hazard under *Electrical Hazards (Health and Safety)*.

Light Bulb Missing/Broken (Lighting – Electrical System – Common Areas)

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

Note:

1) The defect applies only to light bulbs associated with a permanent, switched, light fixture.

Level of Defect:

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

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

7.4.2.2 *Receptacles (Outlets)/Switches (Electrical System – Common Areas)*

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

This Inspectable Element can have the following defects:

- Missing
- Broken
- Inoperable
- Receptacles (Outlets) Not Properly Wired
- Missing/Broken Cover Plates
- Unprotected Receptacles (Outlets)
- GFCI Inoperable
- AFCI Inoperable

Missing (Receptacles (Outlets)/Switches – Electrical System – Common Areas)
Defect: Receptacles (outlets), switches or both are missing.

Note:

1) The defect does not apply to empty junction boxes that are not intended to contain receptacles (outlets) or switches.

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

Broken (Receptacles (Outlets)/Switches – Electrical System – Common Areas)
Defect: A receptacle (outlet) or switch is broken resulting in exposed electrical connections.

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

Inoperable (Receptacles (Outlets)/Switches – Electrical System – Common Areas)
Defect: When tested, a receptacle (outlet) appears not to be energized with no indication of current at the outlet.

Note:

1) The Inspector must check for the presence of switched outlets.
2) If the Inspector observes evidence of smoke, burn marks, arcing, or any other indication of an electrical hazard the Inspector must record an electrical hazard under *Electrical Hazards (Health and Safety)*.

3) The Inspector must record inoperable light switches under *Lighting - Missing/Inoperable* or for switched receptacles under this category.
4) When a receptacle (outlet) is painted over, broken-off prongs are observed stuck in the receptacle, or are unusable for any reason, the Inspector must record a Deficiency and provide a comment.

Level of Defect:

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

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

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

Note:

1) When a two-prong receptacle (outlet) has been replaced with a GFCI receptacle (outlet), the Circuit Analyzer will display an Open Ground. The Inspector must test the GFCI receptacle using the "Test" button on the GFCI device. If the GFCI receptacle trips when the Inspector presses the "Test" button, the Inspector cannot record a Deficiency.

Level of Defect:

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

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

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

Level of Defect:

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

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

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

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

Note:

1) GFCI-protected receptacles(outlets) (either by branch circuit breakers or GFCI-protected outlets) must be installed in the following convenience appliance receptacles (outlets) locations:
   a) Restrooms, within 6 feet of sinks, tubs, showers;
   b) Kitchens, above the counter top and not within cabinets, within 6 feet of the sink;
   c) Laundry rooms, within 6 feet of laundry sinks; and
   d) Exterior, Garage, and Unfinished Basement

2) Convenience appliance receptacles (outlets) are defined as receptacles (outlets) where small/convenience appliances are repeatedly plugged in and unplugged.
3) The Inspector must measure the 6 feet starting from the edge of the sink to the center of each set of the receptacle's contact openings.
4) The Inspector cannot evaluate receptacles (outlets) designated for major appliances such as a refrigerator, washing machine, dishwasher/disposal, microwave, etc., regardless of distance from the sink under this section.

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

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

Note:
1) To determine whether the GFCI is functioning, the Inspector must press the "Test" button in the GFCI device.
2) When a two-prong receptacle (outlet) has been replaced with a GFCI receptacle (outlet), the Circuit Analyzer will display an Open Ground. The GFCI receptacle should be tested using the "Test" button on the GFCI device. If the GFCI receptacle trips when the Inspector presses the "Test" button, the Inspector cannot record this as a Deficiency.
3) The Inspector must evaluate GFCI circuit breakers under *GFCI Circuit Breaker Inoperable (Electrical Distribution – Electrical System – Common Areas)*.

Level of Defect:
Level 3/Fail: The GFCI receptacle (outlet) does not function when tested.

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

Note:
1) To determine whether AFCI is functioning, the Inspector must press the "Test" button on the AFCI device.
2) Record an inoperable AFCI Circuit Breaker under *AFCI Circuit Breaker Inoperable (Electrical Distribution – Electrical System – Common Areas)*.

Level of Defect:
Level 3/Fail: The AFCI receptacle (outlet) does not function when tested.

7.4.2.3 *Electrical Distribution (Electrical System – Common Areas)*

Electrical Distribution includes equipment that safely provides control, protection, metering, and distribution of electrical power throughout the Common Areas.

Note:
1) The Inspector must evaluate receptacles (outlets) and switches under *Receptacles (Outlets)/Switches (Electrical Distribution – Common Areas)* and evaluate light fixtures under *Lighting (Electrical System – Common Areas)*.

2) The Inspector must have access to electrical panels (breaker/fuse boxes) that are secured at the time of inspection (except for disconnects and timer boxes).
3) The Inspector must record a Deficiency under *Blocked Access to Electrical Panel (Electrical Distribution – Electrical System – Common Areas) if any electrical panel (breaker/fuse box) is not made accessible during the inspection.*
4) The Inspector must evaluate all timer and disconnects (all electrical boxes other than breaker/fuse) without a secured door/protective cover, provided that doing so will not interrupt electrical service. "Secured" means that the Inspector must use a tool to open the door/protective cover. The Inspector can use tools such as keys for locks, cutters, screwdrivers, or other similar instruments.

This Inspectable Element can have the following Defects:

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

Blocked Access to Electrical Panel (Electrical Distribution – Electrical System – Common Areas)
Defect: A fixed obstruction or item delays or prevents access to any panel in an emergency.

Note:

1) The Inspector cannot record a Deficiency if an item is easy to remove (like a picture frame).
2) The Inspector must record a Deficiency if an electrical panel cover is painted or screwed shut (mechanically fastened).

Level of Defect:
Level 3/Pass: A fixed obstruction or item delays or prevents access to the Common Areas electrical panel in an emergency.

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

Level of Defect:
Level 3/Fail: Breakers have carbon on the plastic body, or the plastic body is melted or scarred.
-OR-
The panel has carbon residue or arcing scars.

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

Note:

1) The Inspector cannot record a Deficiency if the surface rust does not affect the condition of the electrical enclosure.

Level of Defect:

Level 3/Fail: Any corrosion that affects the condition of the components that carries electrical current.

-OR-

Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical Distribution – Electrical System – Common Areas)

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

Note:

1) The Inspector cannot record a Deficiency if the exposed wires are not intended to be insulated (such as grounding wires).
2) The Inspector cannot evaluate low voltage wiring such as telephone and cable TV.

Level of Defect:

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

GFCI Circuit Breaker Inoperable (Electrical Distribution – Electrical System – Common Areas)

Defect: The GFCI circuit breaker does not function when tested.

Note:

1) The Inspector must press the "Test" button on the GFCI device to determine whether the GFCI circuit breaker is functioning.
2) The defect applies to circuit breakers only. The Inspector must evaluate wall-mounted GFCI receptacles (outlets) under *Receptacles (Outlets)/Switches (Electrical System – Common Areas)*.

Level of Defect:

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

AFCI Circuit Breaker Inoperable (Electrical Distribution – Electrical System – Common Areas)

Defect: The AFCI circuit breaker does not function when tested.

Note:

1) The Inspector must press the "Test" button on the AFCI device to determine whether the AFCI circuit breaker is functioning.
2) The defect applies to circuit breakers only. The Inspector must evaluate wall-mounted AFCI receptacles (outlets) under *Receptacles (Outlets)/Switches (Electrical System – Common Area)*.

Level of Defect:

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

Breakers/Fuses (Electrical Distribution – Electrical System – Common Areas)
Defect: There is an open circuit breaker or fuse port in a panel board, main panel board, or other electrical box that contains circuit breakers or fuses.

Level of Defect:
Level 3/Fail/Life Threatening: There is an open circuit breaker or fuse port.

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

Note:
1) The defect does not apply to switch and receptacle (outlet) cover plates. The Inspector must record missing switch and receptacle (outlet) cover places under *Missing Cover Plates (Receptacles (Outlets)/Switches – Electrical System – Common Areas)*.
2) The Inspector cannot evaluate low voltage wiring such as telephone and cable TV.

Level of Defect:
Level 3/Fail/Life Threatening: A cover is missing with exposed electrical connections.

7.4.3 Structure and Finishes (Common Areas)

This Inspectable Item can have the following defects:
- Pedestrian/Wheelchair Ramp
- Chutes Damaged/Missing Components

The Inspectable Elements for Structure and Finishes are:
- Ceiling
- Doors
- Floors
- Stairs/Patio/Porch/Balcony
- Walls
- Windows

Pedestrian/Wheelchair Ramp (Structure and Finishes – Common Areas)
A ramp or walkway, level or sloped, typically of sufficient width for wheelchair use with handrail/guardrails on both sides.

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

Note:
1) The defect is not meant to be a Fair Housing- or Americans with Disabilities Act-approved determination, and therefore, may not be compliant to those standards.

Level of Defect:
Level 2/Pass: A walkway or ramp shows signs of deterioration, but it *can* be used.
Level 3/Fail: A walkway or ramp shows signs of deterioration, and it *cannot* be used.

-OR-

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

Chutes Damaged/Missing Components (Structure and Finishes – Common Areas)

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

Note:

1) The Inspector cannot evaluate the door that leads to the trash room in this category.

Level of Defect:

Level 2/Fail: Garbage is backing up in the chute.

Level 3/Fail: Chute door does not function as it should. The door will not self-close or latch.

-OR-

The chute itself is damaged.

7.4.3.1 *Ceiling (Structure and Finishes – Common Areas)*

The Ceiling is the visible overhead finish lining the inside of a room or area.

This Inspectable Element can have the following defects:

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

Bulging/Buckling (Ceiling – Structure and Finishes – Common Areas)

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

Note:

1) The defect applies to structure and/or surface materials such as drywall and plaster.

Level of Defect:

Level 3/Pass: Up to 25% of the ceiling surface materials such as drywall or plaster *are not* secured as intended, but the remaining portion or entire ceiling surface *is* still attached to trusses or floor joists. Ceiling failure is not likely.

-OR-

Up to 25% of the ceiling surface materials such as drywall or plaster *are* bowed, deflected, sagging, unkeyed or is no longer aligned horizontally, but the remaining portion or entire ceiling surface *is* still attached to trusses or floor joists. Ceiling failure is not likely.

Level 3/Fail: More than 25% of the ceiling surface materials such as drywall or plaster *are not* secured as intended, and the portion or entire ceiling surface *is not* attached to trusses or floor joists.

-OR-

More than 25% of the ceiling surface materials such as drywall or plaster *are* bowed, deflected, sagging, unkeyed or is no longer aligned horizontally, and the portion or entire ceiling surface *is not* attached to trusses or floor joists.

-OR-

Ceiling failure is likely.

Comment: If the ceiling surface Deficiency is the result of a structural failure, the Inspector must record a Health & Safety Deficiency under *Structural Hazards (Health and Safety)*.

Holes (Ceiling – Structure and Finishes – Common Areas)

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

Note:

1) When the Inspector observes multiple holes in the same room, the Inspector must add the holes together to establish defect level. Holes are cumulative per room or area.

Level of Defect:

Level 1/Pass: In any one room, a hole that is smaller than, or equal to 12 inches by 12 inches.
Level 3/Pass: In any one room, a hole that is larger than 12 inches by 12 inches.

Cracks (Ceiling – Structure and Finishes – Common Areas)

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

Level of Defect:

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

Missing/Damaged Panels/Tiles (Ceiling – Structure and Finishes – Common Areas)

Defect: Panels or tiles are missing or damaged.

Note:

1) When the Inspector observes multiple missing/damaged ceiling tiles in the same room, the Inspector must add the missing/damaged ceiling tiles together to establish defect level. Ceiling tiles are cumulative per room or area.

Level of Defect:

Level 1/Pass: In any one room, a missing or damaged ceiling tile not to exceed 12 inches by 12 inches.
Level 3/Pass: In any one room, a missing or damaged ceiling tile exceeds 12 inches by 12 inches.

Water Stains/Water Damage (Ceiling – Structure and Finishes – Common Areas)

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

Note:

1) When the Inspector observes multiple water stains or damage in the same room, the Inspector must add the water stains and damage together to establish defect level. Water stains and damage are cumulative per room or area.
2) An active leak is the unintended entrance of water that the Inspector can observe visually or by touch.

Level of Defect:

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

-OR-

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

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

-OR-

In any one room or area, water stains or damage cover an area greater than one square foot, and there *is* an active leak at the time of the inspection.

Peeling/Needs Paint (Ceiling – Structure and Finishes – Common Areas)

Defect: Ceiling paint that is peeling, cracking, flaking, or otherwise deteriorated or a surface that is not painted.

Level of Defect:

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

Level 2/Pass: In any one *room or area*, the affected area is larger than four square feet.

Comment: If the Inspector observes peeling or deteriorated paint, the building was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

7.4.3.2 *Doors (Structure and Finishes – Common Areas)*

Doors are the means of access to the interior of Common Areas, including rooms or closets. Doors provide privacy and security, control passage, and provide fire and weather resistance.

Note:

1) The Inspectable Element includes doors such as, but not limited to:
   a) Entry Doors: separate the exterior of a building from Common Areas, or separate Common Areas from dwelling units;
   b) Fire-Rated (i.e. labeled doors) Doors: separate a mechanical closet from the garage, etc.;
   c) Interior doors: separate rooms or spaces within the Common Area, or separate Common Area rooms or spaces from the laundry, storage, mechanical, etc.;
   d) Restroom Door;
   e) Patio doors, sliding glass doors, overhead doors on an attached garage (includes sliding, swinging, or bi-fold garage doors); and
   f) Screen, Storm, and Security Doors.
2) The Inspector must evaluate any door that services a patio/deck/porch as an Entry Door, regardless of floor level.

This Inspectable Element can have the following defects:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks

- Damaged Surface (Holes/Paint/Rust/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Missing Door
- Deteriorated/Missing Seals (Entry Only)

Damaged Frames/Threshold/Lintels/Trim (Doors – Structure and Finishes – Common Areas)

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

Note:

1) If the Inspector observes damage to a door's hardware (locks, hinges, etc.), the Inspector must record the defect under *Damaged Hardware/Locks (Doors – Structure and Finishes – Common Areas)*.

Level of Defect:

Level 2/Pass: An interior door does not function as it should or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

Level 3/Pass: A restroom door does not function as it should or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

-OR-

A Fire-Rated Door cannot be opened or closed because of damage to the frame, header, jamb, threshold, lintel, or trim and the door is not along most likely path of egress.

-OR-

Level 3/Fail: A Fire-Rated Door cannot be opened or closed because of damage to the frame, header, jamb, threshold, lintel, or trim and the door is along most likely path of egress.

Damaged Hardware/Locks (Doors – Structure and Finishes – Common Areas)

Defect: A door's hardware that provides hinging, hanging, opening, self-closing, surface protection, or security are damaged or missing. Hardware includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

1) Strike plates of door locks are integral component of the lock. The Inspector should record missing strike plates as a Deficiency under this section.
2) If an Interior Door is designed without locks, the Inspector cannot record it as a Deficiency.
3) The Inspector must evaluate holes left in doors from the removal of hardware under *Damaged Surface (Holes/Paint/Rust/Glass) (Doors – Structure and Finishes – Common Areas)*.
4) A stick is an acceptable alternative to an inoperable lock only for a sliding glass door. If the stick is not installed, the stick must be in the vicinity of the door and the Inspector must install and test the stick to ensure the door can be secured.

Level of Defect:

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

Level 3/Pass: A restroom door does not function as it should because of damage to the door's hardware.

-OR-

An Entry Door does not function as it should or cannot be locked because of damage to the door's hardware.

-OR-

A Fire-Rated Door or emergency door does not function as it should or cannot be locked because of damage to the door's hardware and the door is not along most likely path of egress.

Level 3/Fail: A Fire-Rated Door or emergency door does not function as it should or cannot be locked because of damage to the door's hardware and the door is along most likely path of egress.

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

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

Level of Defect:

Level 1/Pass: An interior door has a hole or holes that is between one square inch and 12 inches by 12 inches.

-OR-

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

Level 3/Pass: A door has a hole of any size that penetrates into the adjoining room or space.

-OR-

An Entry Door has a hole ½ inch in diameter or less, cracked glass, significant peeling/cracking or no protective finish that *does not* comprise the integrity of the door.

-OR-

An Entry Door has a hole greater than ½ inch in diameter, cracked glass, significant peeling/cracking, or no protective finish that *does* compromise the integrity of the door.

-OR-

An Entry Door has a hole of any size that penetrates to the exterior.

-OR-

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

-OR-

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

-OR-

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

-OR-

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

OR-

A Fire-Rated Door has a hole larger than ¼ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass, or damage that compromises its fire resistance, but the Fire-Rated Door *is not* along most likely path of egress.

Level 3/Fail: A Fire-Rated Door has a hole larger than ¼ inch in diameter, rust that affects the integrity of the door surface, broken/missing glass, or damage that compromises its fire resistance, and the Fire-Rated Door *is* along most likely path of egress.

Comment: If the Defect (such as broken glass) results in a hazard, the Inspector must record a Health and Safety Deficiency under *Other Hazards (Health and Safety)*. If the Inspector observes peeling or deteriorated paint, the building was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead Based Paint (Health and Safety)*.

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

Defect: A Screen, Storm, or Security Door is missing, has surface damage to the screens, glass, frames, or hardware, or does not function as it should.

Note:

1) Screen, Storm, or Security Doors are not required. The Inspector cannot record a Deficiency if a screen, storm, and security door was not previously installed. "Missing" applies only if a screen, storm, and/or security door was present and is missing at the time of inspection.
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.

Level of Defect:

Level 1/Pass: A Screen, Storm, or Security Door is missing as shown by an empty frame or frames, has surface damage to the screens, glass, frames, or hardware, or does not function as it should.

Comment: If the Defect (such as broken glass) results in a hazard, the Inspector must record a Health and Safety Deficiency under *Other Hazards (Health and Safety)*.

Missing Door (Doors – Structure and Finishes – Common Areas)

Defect: A door is missing.

Note:

1) Fire-Rated Doors must have an identifying label on the door and jamb. Therefore, if a Fire-Rated Door is missing, the jamb should have an identifying label to indicate a Fire-Rated Door was present. The Inspector can then determine whether a Fire-Rated Door is missing based on an identifying label located on the door jamb.

Level of Defect:

Level 2/Pass: An interior door is missing.
Level 3/Pass: A restroom door is missing.

-OR-

A restroom door is missing.

-OR-

An Entry Door is missing.
Level 3/Fail: A Fire-Rated Door is missing.

Deteriorated/Missing Seals (Entry Only) (Doors – Structure and Finishes – Common Area)
Defect: The seals, stripping, and sweep on the Entry Door or Fire-Rated Door intended to resist weather, smoke/fire, the entry of pests, and noise are damaged or missing.

Note:
1) This defect only applies to an Entry Door or Fire-Rated Door that is designed with seals. If an Entry Door or Fire-Rated Door shows evidence that a seal was never part of its design, the Inspector cannot record a Deficiency.
2) A door that services a unit patio/deck/porch regardless of floor level is considered an entry door.

Level of Defect:
Level 3/Pass: The seals are missing on an Entry Door or Fire-Rated Door, or they are so damaged that they do not function as they should.

7.4.3.3 *Floors (Structure and Finishes – Common Areas)*

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

Note:
1) The Inspector must evaluate floors in Common Areas by room or area. For example, the Inspector must consider each hallway floor, in a building with multiple hallways, separately.

This Inspectable Element can have the following defects:
- Bulging/Buckling
- Carpet Missing/Damaged
- Hard Floor Covering Missing/Damaged
- Peeling/Needs Paint
- Rot/Deteriorated Subfloor
- Water Stains/Water Damage

Bulging/Buckling (Floors – Structure and Finishes – Common Areas)
Defect: The floor surface or underlayment is bowed, deflected, sagging, or is no longer aligned horizontally to the extent that flooring failure is possible.

Note:
1) The defect applies to floor surface materials such as underlayment, floor boards, plywood, or Oriented Strand Board.

2) The Inspector must evaluate rotted subfloor (often a result of persistent water damage) under *Rot/Deteriorated Subfloor (Floors – Structure and Finishes – Common Areas)*.

Level of Defect:

Level 3/Pass: A floor is bulging, buckling or there is a problem with alignment. Less than 10% of entire room floor area is not attached to subfloor or floor joists.

-OR-

Bulging/buckling does not exceed ½ inch in height.

Level 3/Fail: A floor is bulging, buckling or there is a problem with alignment. More than 10% of entire room floor area is not attached to subfloor or floor joists.

-OR-

Bulging/buckling exceeds ½ inch in height.

-OR-

A floor is bulging, buckling or there is a problem with alignment and there is a tripping hazard.

Comment: If bulging or buckling exceeds ¾-inch, the Inspector must record a Health and Safety Deficiency under *Tripping (Health and Safety)*. If the Deficiency is the result of a structural failure, the Inspector must record a Health and Safety Deficiency under *Structural Hazards (Health and Safety)*.

Carpet Missing/Damaged (Floors – Structure and Finishes – Common Areas)

Defect: Damaged and/or missing carpet.

Level of Defect:

Level 2/Pass 10% to 50% of any area's floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams.

Level 3/Pass: More than 50% of any area's floor covering has stains, burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material.

Comment: If the Deficiency results in a hazardous condition, then the Inspector must also evaluate the Deficiency under *Other Hazards (Health and Safety)*.

Hard Floor Covering Missing/Damaged (Floors – Structure and Finishes – Common Areas)

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

Note:

1) The defect applies to all flooring materials except carpet.

Level of Defect:

Level 2/Pass: 10% to 50% of any area's floor surface is affected.

Level 3/Pass: More than 50% of any area's floor surface is affected.

Comment: If the Deficiency results in a hazardous condition, then the Inspector must also evaluate the Deficiency under *Other Hazards (Health and Safety)*.

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

Level of Defect:
Level 1/Pass: The area affected is more than 1 square foot, but less than 4 square feet.
Level 2/Pass: The area affected is more than 4 square feet.

Comment: If the Inspector observes peeling or deteriorated paint, the building was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

Rot/Deteriorated Subfloor (Floors – Structure and Finishes – Common Areas)
Defect: The subfloor has decayed or is decaying.

Note:
1) This defect typically occurs in kitchens and restrooms.

Level of Defect:
Level 2/Fail: Small areas of rot or spongy flooring that are more than 1 square foot, but less than 4 square feet.
Level 3/Fail: Large areas of rot or spongy flooring that are more than 4 square feet.

Comment: If the subfloor damage extends to structural members The Inspector must assess the damage under *Structural Hazards (Health and Safety)*.

Water Stains/Water Damage (Floors – Structure and Finishes – Common Areas)
Defect: Water stains or water damage, evidence of water infiltration or other moisture producing conditions.

Note:
1) An active leak is the unintended entrance of water that can be observed visually or by touch.

Level of Defect:
Level 1/Pass: In any one area, water stains or damage cover an area less than 1 square foot.
Level 3/Pass: In any one area, water stains or damage cover an area greater than 1 square foot.

7.4.3.4 *Stairs/Patio/Porch/Balcony (Structure and Finishes – Common Areas)*

Stairs are a series of steps and risers, which may be joined by landings and may connect levels of Common Areas. Stair components include supports, frame, stringers, risers, treads, handrails, and guardrails. A common patio, porch, balcony, or deck is intended for use by the property 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 common patio, porch, or balcony.

Note:
1) The Inspector must evaluate a patio, porch, balcony, or deck that services multiple dwelling units in this section. If the patio, porch, balcony, or deck is intended for the sole

use of the HCV Unit, the Inspector must evaluate it under *Stairs/Patio/Porch/Balcony (Structure and Finishes – Unit)*.

This Inspectable Element can have the following defects:

- Broken/Missing Handrails
- Broken/Missing Guardrails
- Broken/Damaged/Missing Steps or Other Components

Broken/Missing Handrails (Stairs/Patio/Porch/Balcony – Structure and Finishes – Common Areas)

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

Level of Defect:

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

Broken/Missing Guardrails (Stairs/Patio/Porch/Balcony – Structure and Finishes – Common Areas)

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

Note:

1) Any floor surface at a height differential of 30 inches or more from the below adjacent floor or grade requires a Guardrail. The Inspector cannot record a Defect if the height differential is less than 30 inches from the below adjacent floor or grade and there is no Guardrail.

Level of Defect:

Level 3/Fail: A required guardrail is missing, damaged, or not securely mounted.

Broken/Damaged/Missing Steps or Other Components (Stairs/Patio/Porch/Balcony – Structure and Finishes – Common Areas)

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

Level of Defect:

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

7.4.3.5 *Walls (Structure and Finishes – Common Areas)*

Walls include interior wall finishes lining the inside of an area and associated rooms. Wall construction materials include concrete, masonry block, brick, wood, glass block, and plaster and gypsum. Wall Surface finish materials include paint and wall coverings.

This Inspectable Element can have the following defects:

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

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

Note:
1) The defect applies to wall surface materials such as gypsum and plaster.

Level of Defect:
Level 3/Pass: There is bulging, buckling, sagging, unkeyed plaster, or the wall is no longer vertically aligned

Comment: If the wall surface Deficiency is the result of a structural failure, the Inspector must record a Health and Safety Deficiency under *Structural Hazard (Health and Safety)*.

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

Note:
1) The defect does not include small holes created by hanging pictures, etc.
2) The Inspector cannot record a control joint/construction joint recorded as a Deficiency.
3) The Inspector cannot record properly sealed or repaired cracks as a Deficiency.
4) The Inspector must add all observed holes in a room together to estimate the defect level. Holes are cumulative per room or area.

Level of Defect:
Level 1/Pass: Wall damage between 1-square inch and 12 inches by 12 inches.
-OR-
A crack greater than 1/8-inch wide and at least 11-inches long.
Level 2/Pass: Wall damage that is larger than 12 inches by 12 inches.
Level 3/Pass: A hole of any size that penetrates an adjoining room or area.

Water Stains/Water Damage (Walls – Structure and Finishes – Common Areas)
Defect: Evidence of water infiltration or other moisture producing conditions.

Note:
1) An active leak is the unintended entrance of water that can be observed visually or by touch

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

In any one room or area, water stains or damage cover an area greater than one square foot, but there *is* an active leak at the time of the inspection.

Peeling/Needs Paint (Walls – Structure and Finishes – Common Areas)
Defect: Paint is peeling, cracking, flaking or otherwise deteriorated or a surface is not painted.

Level of Defect:
Level 1/Pass: In a room or area, the affected area is more than one square foot but less than four square feet.
Level 2/Pass: In a room or area, the affected area is more than four square feet.

Comment: If the Inspector observes peeling or deteriorated paint, the building was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

7.4.3.6 *Windows (Structure and Finishes – Common Areas)*

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

This Inspectable Element can have the following defects:

- Cracked/Broken/Missing Panes
- Damaged Sills/Frames/Sash/Lintels/Trim
- Inoperable/Not Lockable
- Peeling/Needs Paint

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

Note:

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

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

Comment: If the cracked, broken, or missing window pane results in a hazardous condition, the Inspector must record the hazard under *Other Hazards (Health and Safety)*.

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

Note:

1) Sill, frames, sash, lintels, or trim damage does not include scratches and cosmetic defects.

Level of Defect:

Level 1/Pass: Damage to sills, frames, sash, lintels, or trim exists, but a component *is not* missing.

-OR-

Damage to sills, frames, sash, lintels, or trim exists, and a component *is* missing.

Level 2/Pass: Damage to sills, frames, sash, lintels, or trim exists and results in the window no longer being weather-tight.

Comment: If the Inspector observes peeling or deteriorated paint, the building was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

Inoperable/Not Lockable (Windows – Structure and Finishes – Common Areas)

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

Note:

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

Level of Defect:

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

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

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

-OR-

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

-OR-

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

Peeling/Needs Paint (Windows – Structure and Finishes – Common Areas)

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

Level of Defect:

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

Comment: If the Inspector observes peeling or deteriorated paint, the building was constructed prior to 1978, and there is a child under the age of six, the Inspector must record a Health and Safety Deficiency under *Lead-Based Paint (Health and Safety)*.

7.4.4 Cabinets, Countertops, and Appliances (Common Areas)

This Inspectable Item can have the following defects:

- Restroom Cabinets – Missing/Damaged
- Kitchen Cabinets – Missing/Damaged
- Kitchen Countertops – Missing/Damaged
- Kitchen Dishwasher/Garbage Disposal - Inoperable
- Kitchen Range Hood/Exhaust Fans – Excessive Grease/Inoperable
- Kitchen Range/Oven – Missing/Damaged/Inoperable
- Kitchen Refrigerator – Missing/Damaged/Inoperable
- Laundry Area/Room Washer Hookup Leaking

Restroom Cabinets – Missing/Damaged (Cabinets, Countertops, and Appliances – Common Areas)

Defect: Restroom cabinets are damaged or missing , including components such as drawers, shelves, doors, medicine cabinets, or vanities.

Note:

1) A Common Area restroom does not require cabinets. The Inspector cannot record a Deficiency if restroom cabinets have not been previously installed.

Level of Defect:

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

Kitchen Cabinets – Missing/Damaged (Cabinets, Countertops, and Appliances – **Common Areas)**

Defect: Cabinets are missing or the laminate is separating. Kitchen cabinets include cases, boxes, or pieces of furniture with drawers, shelves, or doors, primarily used for storage, mounted on walls or floors.

Note:

1) Cabinet defects are based on individual components (doors, drawers, or shelves) as a percentage of the same component's total for the entire cabinet system.
2) The Inspector must record delamination as cabinet damage when applicable. The Inspector cannot record surface chipping or finish deterioration as a recordable defect.

Level of Defect:

Level 2/Pass: 10% to 50% of the cabinets, doors, or shelves are missing or the kitchen cabinet laminate is separating.

Level 3/Pass: More than 50% of the cabinets, doors, or shelves are missing or the kitchen cabinet laminate is separating.

Kitchen Countertops – Missing/Damaged (Cabinets, Countertops, and Appliances – **Common Areas)**

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

Note:

1) The surface damage must extend below the surface layer into the substrate.

Level of Defect:

Level 2/Pass: Up to 50% of the total countertop working surface is missing, deteriorated, or damaged below the laminate. The kitchen countertop is not a sanitary surface on which to prepare food.

Level 3/Pass: More than 50% of the total countertop working surface is missing, deteriorated, or damaged below the laminate. The kitchen countertop is a sanitary surface on which to prepare food.

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

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

Note:

1) The Inspector cannot evaluate a dishwasher that is not intended to be permanently installed.

Level of Defect:

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

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

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

Level of Defect:

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

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

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

-OR-

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

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

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

Note:

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, the Inspector must record it as a pilot light is out Deficiency (not an inoperable burner). If a burner(s) still does not function after re-lighting, the Inspector must 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, the Inspector must turn-on and check the burners to confirm functionality after reinstallation.
3) If a gas oven is not functioning, the pilot light(s) can be re-lit, and the oven is operable after re-lighting the pilot, the Inspector must record a Deficiency for the pilot lights. If the oven still does not function after re-lighting the pilot, the Inspector must record a Deficiency for the unfunctional oven.
4) The Inspector cannot record the missing control knobs as a Deficiency when the control knobs are missing from the stove, but can be located during the inspection and reinstalled on the stove.
5) If there are no oven racks, the Inspector must record a Level 3/Pass (the oven is not functioning).
6) Hot plates are not acceptable substitutes for stoves or ranges.

Level of Defect:

Level 1/Pass: The range/oven doors or drawers cannot open completely, but the oven is functioning.

-OR-

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

-OR-

The oven pilot light is out.

Level 3/Pass: A control knob is missing and cannot be located and reinstalled.

-OR-

The range or stove is missing.

-OR-

One or more burners are not functioning.

-OR-

The oven is not functioning.

-OR-

The oven door handle is missing.

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

Defect: The refrigerator is missing or does not cool adequately for the safe storage of food.

Note:

1) The PHA can elect to test the proper working order of a refrigerator/freezer, following the guidelines established by the USDA Food Inspection Service, or State or local code. The acceptable temperature for a refrigerator in proper working order is a temperature above 32 degrees F and below 40 degrees F; the accepted temperature for a freezer in proper working order is a temperature below 0 degrees F.

Level of Defect:

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

-OR-

The seals around the doors are deteriorated, but the refrigerator *is* able to maintain an acceptable temperature.

Level 3/Pass: The seals around the doors have failed reducing the refrigerator's ability to maintain an acceptable temperature.

-OR-

The freezer does not cool adequately for the safe storage of food, and the freezer *is not* able to maintain an acceptable temperature.

-OR-

The refrigerator does not cool adequately for the safe storage of food and *is not* able to maintain an acceptable temperature.

Laundry Area/Room Washer Hookup Leaking (Cabinets, Countertops, and Appliances – Common Areas)

Defect: The shut-off valves supplying water to the washer, or the hoses that connect the shut-off valves to the washer are actively leaking.

Note:

1) The Inspector must evaluate leaks that originate from the water supply lines servicing the laundry area are evaluated under Leaking Central Water Supply (Domestic Water – Building Systems).

Level of Defect:

Level 3/Pass: The shut-off valves supplying water to the washer are leaking.

-OR-

The hoses that connect the shut-off valves to the washer are leaking.

7.4.5 Life Safety Equipment (Common Areas)

Smoke Detector – Missing/Inoperable (Life Safety Equipment – Common Areas)

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

Note:

1) If a smoke detector is present, it must function as designed.
2) "Missing" means that evidence suggests that a smoke detector that should be there was removed. The Inspector cannot consider a "paint ring" alone, in the shape of a smoke detector, as a missing smoke detector.
3) When multiple smoke detectors are interconnected (wired together so that one triggers all others), the Inspector must test each smoke detector for correct function.
4) Smoke detectors that are part of a building-wide fire alarm system (found either in the HCV Unit or in Common Areas frequented by the Tenant) require special consideration. The Inspector must verify if the smoke detector only alerts local entities (on-site) prior to testing. If the smoke detector system is a monitored system that alerts an outside agency, and the Owner provides recent documentation (within the previous 12 months) to indicate the system has been tested and functions properly, the Inspector cannot activate the system but must ensure all visible components appear to be in place. If the Owner cannot provide satisfactory test documentation, and the system cannot be tested, the Inspector must evaluate the building-wide fire alarm system as inoperable.

5) HUD's intent with UPCS-V is not to preempt a stricter state or local standard. Therefore, at a minimum, smoke detectors should be installed in accordance with NFPA 74. The PHA should also include any additional information on local and/or state fire marshal's requirements in the PHA's Administrative Plan.

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

7.4.6 Heating, Cooling, and Ventilation (Common Areas)

The Inspectable Element for Heating, Cooling, and Ventilation is:

- HVAC System

This Inspectable Item can have the following Defects:

- Restroom Ventilation/Exhaust System – Inoperable
- Dryer Vent Missing/Damaged/Inoperable

Restroom Ventilation/Exhaust System – Inoperable (Heating, Cooling, and Ventilation – Common Areas)
Defect: The apparatus used to exhaust air has failed.

Note:

1) The restroom must have some form of ventilation, either an operable exhaust fan, vent shaft, or a functioning window.
2) In multi-unit buildings, restroom ventilation may be provided utilizing vent shafts and a centrally located fan.
3) Gravity, or free-flow vents which do not have a mechanical fan to push or pull air, are common in warmer climates.
4) A restroom window must open to the exterior.

Level of Defect:
Level 1/Pass: An exhaust fan is missing its cover but the fan still functions.
Level 2/Pass: An exhaust fan is not functioning or missing.
-OR-
A restroom window cannot be opened or will not stay open.

Dryer Vent Missing/Damaged/Inoperable (Heating, Cooling, and Ventilation – Common Areas)
Defect: The dryer vent is not able to adequately vent accumulated heat/lint to the outside. The dryer vent is missing, damaged, inoperable (blocked), or vent cap is missing.

Note:

1) The Inspector cannot record a Deficiency when a dryer vent is specifically designed for unvented operation and is installed per manufacturer's instructions.
2) When all components of a through-the-wall-dryer vent are missing, the Inspector must record the Deficiency under *Missing/Damaged/Loose Pieces/Holes/Spalling (Walls – Building Exterior)*.

Level of Defect:

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

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

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

7.4.6.1 *HVAC System (Heating, Cooling, and Ventilation – Common Areas)*

The HVAC System provides heating, cooling and ventilation to Common Areas. The HVAC System includes building heating or cooling system components such as boilers, chillers, circulating pumps, distribution lines, fuel supply, split and through-wall HVAC units, etc. The HVAC System does not include redundant or non-permanent equipment. The PHA is responsible for defining what constitutes adequate heating, cooling, and ventilation appropriate to the climate.

This Inspectable Element can have the following defects:

- Boiler System Leaking
- Convection/Radiant Heat System Covers Missing/Damaged
- Fuel Supply Leaking
- Inoperable
- Fuel-Fired Space Heater
- No Access
- Misaligned Chimney/Ventilation System
- Noisy/Vibrating/Leaking
- Common Area Ventilation

Boiler System Leaking (HVAC System – Heating, Cooling, and Ventilation – Common Areas)

Defect: Water or steam is escaping from the boiler or related boiler system components.

Note:

1) The defect does not include fuel supply leaks. The Inspector must record all Deficiencies related to fuel supply leaks under *Fuel Supply Leaking (HVAC – Heating, Cooling, and Ventilation – Common Areas)*.
2) The defect does not include water or steam escaping from pressure relief valves.
3) The Inspector cannot consider condensation on piping as leaking.

Level of Defect:

Level 1/Pass: Water or steam is not properly leaking from the boiler or related boiler system components, but the boiler system is functioning.

Level 3/Fail: Water or steam is leaking from the boiler or related boiler system components. The boiler system is unable to maintain a minimum temperature, or the leak is severe enough to cause the pressure relief valve to open or the boiler system to shut down.

Convection/Radiant Heat System Covers Missing/Damaged (HVAC System – Heating, Cooling, and Ventilation – Common Areas)

Defect: A cover on the convection/radiant heat system is missing or damaged.

Level of Defect:

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

Comment: If the missing cover results in a hazardous condition, the Inspector must record the hazard under *Other Hazards (Health and Safety)*.

Fuel Supply Leaking (HVAC System – Heating, Cooling, and Ventilation – Common Areas)

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

Note:

1) The defect applies primarily to liquid-fuel powered equipment. Leaking natural gas or propane is a life-threatening condition and the Inspector must record the Deficiency under *Propane/Natural Gas/Methane Gas Detected (Air Quality – Health and Safety)*.

Level of Defect:

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

Comment: If the leak results in an accumulation of flammable material that could present a hazard, the Inspector must also evaluate the defect under *Flammable/Combustible Materials – Un-Capped Gas/Fuel Supply Lines (Health and Safety).*

Inoperable (HVAC System – Heating, Cooling, and Ventilation – Common Areas)

Defect: The HVAC system does not function.

Note:

1) Some tenantable properties may contain an HVAC System that is powered by a boiler. Depending on the size and type of boiler, the PHA has the discretion to require Inspectors to evaluate boilers. If the boiler providing heat to the Unit HVAC System meets the jurisdictional requirements for inspection, the Inspector can verify the inspection certificate is current in lieu of a visual inspection.
2) The Inspector must record an inoperable system as an Emergency Deficiency when the inoperable system fails to meet PHA-established criteria for emergency heating or cooling, with consideration for ambient temperature range and ventilation.

Level of Defect:

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

Level 3/ Fail/Emergency: The HVAC system fails to meet established criteria for emergency heating or cooling with consideration for ambient temperature range and ventilation.

-OR-

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

Fuel-Fired Space Heater (HVAC System – Heating, Cooling, and Ventilation – Common Areas)
Defect: A vented fuel-fired space heater is not properly installed, missing components allow contact with heating surface, or a non-vented space heater is present.

Note:

1) Vented fuel-burning space heaters may be present in dwelling units located in milder climates. If a vented fuel-burning space heater is present, it must be connected to an approved chimney or vent, and it must have a supply of air for combustion (meaning an open window or other means of air supply.) Non-vented fuel-burning space heaters are not allowed and if present, the Inspector must record a Life-Threatening Deficiency.
2) Space heaters will have safety bars, a safety grill, a view glass, or a glass safety separating the combustion chamber from room environment.

Level of Defect:

Level 3/Fail: Safety devices associated with the vented space heater are missing or damaged.

Level 3/Fail/Life Threatening: The vented space heater is not properly vented or lacks available combustion air.

-OR-

A non-vented space heater is present.

Comment: If the Deficiency results in a hazardous condition the Inspector must also evaluate it under *Air Quality (Health and Safety)*.

No Access (HVAC System – Heating, Cooling, and Ventilation – Common Areas)
Defect: The HVAC system does not require a certificate (as per the local jurisdiction) and the equipment cannot be accessed for visual inspection, or the required inspection certificate is missing or expired.

Level of Defect:

Level 3/Fail/Emergency: The HVAC system does not require a certificate and the equipment that services the HCV Unit cannot be accessed for visual inspection, or the required inspection certificate is missing or expired.

Misaligned Chimney/Ventilation System (HVAC System – Heating, Cooling, and Ventilation – Common Areas)
Defect: The chimney or venting system on fuel- fired equipment is misaligned, negatively pitched, or exhibits any condition that allows the improper venting of dangerous gasses.

Level of Defect:

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

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

Noisy/Vibrating/Leaking (HVAC System – Heating, Cooling, and Ventilation – Common Areas)
Defect: The HVAC distribution components, including fans, are the source of unusual vibrations, leaks, or abnormal noise. Examples may include, but are not limited to, screeching, squealing, banging, shaking, etc.

Level of Defect:
Level 1/Pass: The HVAC system produces abnormal vibrations, other noise, or leaks when engaged. The system *does* provide enough heating or cooling to maintain an ambient temperature range defined by the PHA in the major living areas.
Level 3/Fail/Emergency: The HVAC system produces abnormal vibrations, other noise, or leaks when engaged. The system *does not* provide enough heating or cooling to maintain a minimum temperature range in the major living areas.

Common Area Ventilation (HVAC System – Heating, Cooling, and Ventilation– Common Areas)
Defect: No source of Common Areas ventilation is present.

Note:
1) If operable windows are the sole means of ventilation there must be at least one operable window on each exterior wall, if so designed.
2) Ventilation may be provided by operable windows, central fan ventilation systems, evaporative cooling systems, or central air conditioning.

Level of Defect:
Level 3/Pass: No source of Common Areas ventilation is present.

7.4.7 Other Items (Common Areas)

This Inspectable Item can have the following defects:
- Graffiti
- Mailboxes – Missing/Damaged
- Indoor Pools and Pool Fencing

Graffiti (Other Items – Common Areas)
Defect: Inscriptions or drawings scratched, painted, or sprayed on an interior building surface at one location. Interior surfaces include, but are not limited to walls, doors, ceiling, and floors. A location is defined as one general area in a building such as one hallway in a 10-story building or one floor of a stairwell in a five-story building.

Note:
1) There is a difference between art forms and graffiti. If inscriptions or drawings are present by design in accordance with proper authorization, the Inspector cannot consider full wall murals and other art forms as graffiti.

Level of Defect:
Level 1/Pass: Graffiti on an interior surface at one location in the same building.
Level 2/Pass: Graffiti at two to five locations on interior surfaces in the same building.
Level 3/Pass: Graffiti in six or more locations on interior surfaces in the same building.

Mailboxes – Missing/Damaged (Other Items – Common Areas)

Defect: The U.S. Postal Service Tenant/Unit mailbox is missing or is so damaged that it does not function properly.

Note:

1) The Inspector cannot inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service Blue Boxes.

Level of Defect:

Level 3/Pass: The Tenant/Unit mailbox cannot be locked and the mailbox is designed with a lock.

-OR-

The Tenant/Unit mailbox is missing.

Indoor Pools and Pool Fencing (Other Items – Common Areas)

Defect: The pool is not in operation at the time of inspection, or there is damage or deterioration to pool equipment, decking, or other associated components in the pool area.

Note:

1) Pools may be inspected in accordance with the authority having jurisdiction. The Inspector must limit inspection of pools to non-invasive, visual inspections.
2) If the pool is open for the season, it should be operational. The Inspector cannot record a deficiency if the pool is closed for the season. Pool seasons vary across the country.

Level of Defect:

Level 2/Pass: Damage or deterioration to pool equipment, decking, or other associated components in the pool area.

Level 3/Pass: Damage to the pool prevents operational use.

7.5 Site

The Site associated with an HCV Unit consists of the land immediately adjacent to or surrounding the HCV Unit and the Tenant's path of travel. Path of travel only includes areas intended for use by or frequented by the Tenant. This includes the areas surrounding Common Areas and the Tenant's most direct path from the HCV Unit to access common features (i.e. mailboxes, parking area, and laundry facilities).

SITE INSPECTABLE ITEMS

The Inspectable Items for Site are:

- Fencing and Gates
- Grounds
- Lighting
- Mailboxes
- Market Appeal
- Neighborhood Conditions

- Outdoor Pools and Pool Fencing
- Parking Lots/Driveways/Roads
- Play Areas and Equipment
- Refuse Disposal
- Retaining Walls
- Storm Drainage
- Walkways/Steps

7.5.1 Fencing and Gates (Site)

A fence is a structure that functions as a boundary or barrier, or is an upright structure serving to enclose, divide or protect an area. A gate is a structured opening in a fence for entrance or exit.

Note:

1) This Inspectable Item does not include swimming pool fences or gates. Inspector must evaluate swimming pool fences and gates under *Outdoor Pools and Pool Fencing (Fencing and Gates – Site)*.

This Inspectable Item can have the following defects:

- Non-Security/Safety Fence or Gate Damaged/Missing
- Security/Safety Fence or Gate Damaged/Missing

Non-Security/Non-Safety Fence or Gate Damaged/Missing (Fencing and Gates – Site)
Defect: A non-security/non-safety (for example, privacy) fence or gate is rusted, deteriorated, uprooted, missing, or contains holes.

Level of Defect:
Level 1/Pass: A non-security/non-safety fence or gate contains holes or deterioration/damage and is so damaged that it is does not function as it should.

Comment: If the Defect results in a hazardous condition, the Inspector must record the hazard under *Other Hazards (Health and Safety)*.

Security/Safety Fence or Gate Damaged/Missing (Fencing and Gates – Site)
Defect: A Security/Safety fence or gate that protects against a hazard is rusted, deteriorated, uprooted, missing, or contains holes.

Note:

1) A Security/Safety fence or gate are designed to act as a barrier to adjacent hazards such as extreme terrain, bodies of water, or busy roads.
2) The Inspector cannot evaluate the Security/Safety fence under this defect if the fence or gate is not designed for security/safety. The Inspector must evaluate a fence or gate is not designed for security/safety under to *Non-Security/Non-Safety Fence or Gate Damaged/Missing (Fencing and Gates – Site)*.
3) The Inspector must consider a fence less than 4 feet in height to be a non-security fence.

Level of Defect:

Level 3/Fail: A Security/Safety fence or gate contains holes or deterioration and is so damaged that it does not function as it should and could threaten the safety of the Tenant.

7.5.2 Grounds (Site)

Grounds are the improved land adjacent to or surrounding the HCV Unit and related structures. Grounds do not include areas not intended for use by, or frequented by the Tenant.

This Inspectable Item can have the following defects:

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

Erosion/Rutting Areas (Grounds – Site)

Defect: Natural or man-made processes, such as weathering, erosion, or gravity, have caused any of these conditions: Displacement or removal of soil, washouts, ruts, grooves, or depressions.

Note:

1) The defect does not include erosion/rutting in a play area. The Inspector must evaluate erosion/rutting in a play area under *Deteriorated Play Area Surface (Play Areas and Equipment – Site)*.

Level of Defect:

Level 3/Pass: Erosion has undermined adjoining structures or systems, such as pipes, pavements, foundations, building, etc. Washouts have displaced soil onto unintended surfaces.

Level 3/Fail: Erosion has advanced to the degree that the condition threatens the safety of the Tenant or makes an area of the Grounds unusable.

Overgrown/Penetrating Vegetation (Grounds – Site)

Defect: Plant life has spread to unacceptable areas, unintended surfaces, or has grown in areas where plant life is not intended to grow.

Note:

1) The Deficiency addresses conditions that have a potential or existing adverse effect on the physical condition of the Grounds or negatively impacts the use of the Grounds by the Tenant. The Inspector cannot record a Deficiency for vegetation that is intentionally grown on walls or fences and is maintained, but does not adversely affect the structure or the intended use of that structure.

Level of Defect:

Level 3/Pass: Vegetation contacts or penetrates an unintended surface, such as buildings, gutters, fences/walls, roofs, HVAC units, etc., and a component, area, or system has visible damage.

Level 3/Fail: Vegetation is extensive and dense; it is difficult to see broken glass, holes, and other hazards or obstructs intended path of walkways and roads rendering the area unusable/impassable.

Ponding/Site Drainage (Grounds – Site)

Defect: Water or ice has collected in a depression or on ground and ponding is not intended.

Note:

1) The defect does not include detention/retention basins or ponding on paved areas, such as parking lots.
   a) Detention/retention basins are covered in *Storm Drainage (Site)*.
   b) 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, the Inspector must consider the impact of precipitation on the extent of the ponding.
3) The Inspector must determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

Level of Defect:

Level 2/Pass: An accumulation of water or ice that is 3- to 5-inches deep and affects the use of at least 100 square feet of the grounds, but the Grounds are generally usable.

Level 3/Pass: An accumulation of water or ice of more than 5-inches deep and affects the use of an area of the Grounds greater than 100 square feet.

-OR-

Accumulation of water or ice has made a large section of the grounds unusable for its intended purpose. For example, ponding has made an area such as the backyard unusable.

7.5.3 Lighting (Site)

Lighting includes the exterior lights that illuminate outdoor areas traveled or frequented by the Tenant.

Exterior Lighting Fixtures or Bulbs Broken/Missing (Lighting – Site)

Defect: One or more exterior lighting fixtures and/or bulbs are broken or missing.

Note:

1) The defect Includes items such as post lamps, and exterior lighting attached to buildings that are not operated by a switch inside the building or HCV Unit.

Level of Defect:

Level 1/Pass: One or more exterior lighting fixtures and/or bulbs are broken or missing. The exterior lighting fixture *is not* readily accessible by the Tenant and does not pose a hazard.

Level 3/Fail/Life Threatening: One or more exterior lighting fixtures and/or bulbs are broken or missing. The exterior lighting fixture *is* readily accessible by the Tenant and poses a hazard.

7.5.4 Mailboxes (Site)

A mailbox is a public container where mail is deposited for distribution and collection. This Inspectable Item does not include mailboxes owned and maintained by the U.S. Postal Service, such as the Blue Boxes.

Mailbox – Missing/Damaged (Mailboxes – Site)
Defect: The U.S. Postal Service Tenant/Unit mailbox is missing or is so damaged that it does not function properly.

Note:

1) The Inspector cannot inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service Blue Boxes.

Level of Defect:
Level 3/Pass: The Tenant/Unit mailbox cannot be locked.

-OR-

The Tenant/Unit mailbox is missing or so damaged that it does not function properly.

7.5.5 Market Appeal (Site)

Note:

1) The Inspector can evaluate only those areas or structures that are intended for use by, or frequented by the Tenant.

This Inspectable Item can have the following defects:

- Graffiti
- Litter

Graffiti (Market Appeal – Site)
Defect: Inscriptions or drawings scratched, painted, or sprayed on a building surface retaining wall, or fence.

Note:

1) There is a difference between art forms and graffiti. If inscriptions or drawings are present by design in accordance with proper authorization, the Inspector cannot consider full wall murals and other art forms as graffiti.

Level of Defect:
Level 1/Pass: Graffiti in one place.
Level 2/Pass: Graffiti in two to five places.
Level 3/Pass: Graffiti in six or more places.

Litter (Market Appeal – Site)
Defect: There is an accumulation of objects, especially carelessly discarded trash.

Note:

1) The Inspector cannot evaluate litter left behind in the path of a recent garbage collection or litter that maintenance personnel are collecting and removing during the inspection.

Level of Defect:

Level 2/Pass: Litter on the property; the amount of litter is greater than normal for the neighborhood.

7.5.6 Neighborhood Conditions (Site)[9]

7.5.7 Outdoor Pools and Pool Fencing (Site)

This Inspectable Item can have the following defects:

- Damaged/Not Intact Fencing/Gates(s)
- Inoperable

Note:

1) Outdoor pools must be operational during the appropriate pool season for the geographical area (typically the summer months). During the remainder of the year, the Inspector cannot record a Deficiency for an outdoor pool that is not operational.
2) Pools may be inspected in accordance with the authority having jurisdiction. The Inspector must limit inspection of pools to non-invasive, visual inspections.

Damaged/Not Intact Fencing/Gate(s) (Outdoor Pools and Pool Fencing – Site)

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

Level of Defect:

Level 3/Fail: Any damage that could compromise the integrity of the fence and/or gate(s) limiting its function as a barrier.

Inoperable (Outdoor Pools and Pool Fencing – Site)

Defect: The outdoor pool is open for the season but is inoperable.

Note:

1) If the pool is open for the season, it should be operational. If the pool is closed for the season, the Inspector cannot record a Deficiency.

Level of Defect:

Level 2/Pass: Damage or deterioration to pool equipment, decking, or other associated components in the pool area.

Level 3/Pass: Damage to the pool prevents operational use.

7.5.8 Parking Lots, Driveways, and Roads (Site)

Parking Lots Driveways, and Roads are areas for driving and parking motorized vehicles and begin at the curbside and includes all parking lots, driveways, or roads within the property lines that are intended for use by the Tenant.

[9] The Neighborhood Conditions Inspectable Item, including the defect definition, is under review while public comments are being evaluated. This Inspectable Item will be updated and released once updates are completed.

This Inspectable Item can have the following defects:

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

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

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

Note:

1) The defect does not include cracks on walkways/steps.
2) Relief joints are there by design; the Inspector cannot consider relief joints to be cracks.
3) The Inspector cannot record repaired/sealed cracks as a Deficiency.
4) The Inspector must consider people on foot, in wheelchairs, using walkers or canes, and the potential hazards when evaluating the suitability for pedestrian traffic.

Level of Defect:

Level 3/Pass: Damaged pavement has made a Parking Lot, Driveway, or Road unusable/impassable or creates unsafe conditions for pedestrians and vehicles, but there *is* a comparable alternative available for the Tenant.

Level 3/Fail: Damaged pavement has made a Parking Lot, Driveway, or Road unusable/impassable or creates unsafe conditions for pedestrians and vehicles, and there *is no* comparable alternative is available for the Tenant.

Comment: If the damaged pavement presents a tripping or falling to pedestrians (as evidenced by a height differential greater than ¾ inch), the Inspector must record the Deficiency under *Other Hazards (Health and Safety)*.

Ponding (Parking Lots, Driveways, and Roads – Site)

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

Note:

1) The Inspector must consider the impact of any measurable precipitation (1/10 inch or more) during the last 48 hours. The Inspector can record a Deficiency only if the Inspector identifies evidence that the ponding is a persistent or long-standing problem.
2) The Inspector can only record a Deficiency if there is ponding on more than 5% of the paved area for parking lots/driveways/roads.

Level of Defect:

Level 3/Pass: More than 3 inches of water has accumulated making 5% or more of a parking lot/driveway/road unusable or unsafe, but there *is* a comparable alternative available for the Tenant's use.

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

7.5.9 Play Areas and Equipment (Site)

Play Areas are outdoor areas set aside for recreation or playing, and contain equipment such as seesaws and swings.

This Inspectable Item can have the following defects:

- Damaged/Broken Equipment
- Deteriorated Play Area Surface

Damaged/Broken Equipment (Play Areas and Equipment – Site)
Defect: Equipment is broken into pieces, shattered, incomplete, or inoperable.

Note:

1) The Inspector cannot evaluate equipment that the Owner reports as withdrawn from service, except when safety is still a concern, such as sharp edges, dangerous leaning, etc. For example, if the Owner removed the net and hoop from a basketball backboard and the backboard poses no safety hazards, the Inspector cannot record a Deficiency.
2) The Inspector must inspect park benches that are located within a play area and evaluate the park benches as part of the play equipment. The Inspector cannot inspect park benches that are not located within Play Areas unless the Inspector observes Health and Safety issues.

Level of Defect:
Level 3/Pass: Equipment is broken or missing components.

Comment: The Inspector must record damaged equipment that poses a risk to the user as a Health and Safety Deficiency under the applicable category.

Deteriorated Play Area Surface (Play Areas and Equipment – Site)
Defect: Damage to a play area surface caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

Level of Defect:
Level 3/Pass: The play area surface is so deteriorated that it poses a risk to the Tenant.

Comment: The Inspector must record a damaged surface that poses a risk to the user as a Health and Safety Deficiency under the applicable category.

7.5.10 Refuse Disposal (Site)

The Refuse Disposal is collection area(s) for trash/refuse pick-up.

Broken/Damaged Enclosure – Inadequate Outside Storage Space (Refuse Disposal – Site)
Defect: The outdoor enclosed area used as a trash/refuse site is broken or damaged, including its walls, or is too small to properly store refuses until disposal.

Note:

1) The defect does not include areas that are not designed as trash/refuse enclosures, such as curb pick-up.

Level of Defect:

Level 2/Pass: A single wall or gate of the enclosure has collapsed, but *is not* at risk of further collapse.

Level 2/Fail: A single wall or gate of the enclosure has collapsed, is leaning, and is in danger of falling, and it *is* at risk of further collapse.

-OR-

Trash cannot be stored in the designated area because it is too small to store refuse until disposal.

7.5.11 Retaining Walls (Site)

Retaining Walls are external walls built to support or prevent the advance of a mass of earth or water.

Damaged/Falling/Leaning (Retaining Walls – Site)

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

Level of Defect:

Level 1/Pass: A retaining wall shows some signs of deterioration, damage, falling or leaning, but it still functions as it should.

Level 3/Pass: A retaining wall is damaged and has failed.

7.5.12 Storm Drainage (Site)

The Storm Drainage is the system used to collect and dispose of surface runoff water through the use of culverts, underground structures, or natural drainage features, e.g., swales, ditches, etc.

Damaged/Obstructed (Storm Drainage – Site)

Defect: The Storm Drainage system is structurally unsound/damaged or blocked/ obstructed by accumulated debris.

Level of Defect:

Level 3/Pass: The system is structurally unsound/damaged or completely blocked, or a large segment of the system has failed because a large quantity of debris has caused backups into adjacent area(s).

-OR-

System runoffs into areas where runoffs are not intended.

7.5.13 Walkways and Steps (Site)

Walkways are passages for walking. Steps are the structures that allow for changes in vertical orientation. Flights of stairs are a series of four or more steps and risers, and can be joined by landings to connect levels of a walkway. Walkways and Steps include supports, risers, treads, handrails, and guardrails.

This Inspectable Item can have the following defects:

- Cracks/Settlement/Heaving
- Broken/Missing Handrails
- Broken/Missing Guardrails

- Broken/Damaged/Missing Steps

Cracks/Settlement/Heaving (Walkways and Steps – Site)
Defect: Visible faults in the pavement: longitudinal, lateral, alligator, etc. or pavement that sinks or rises because of the failure of sub-base materials.

Note:

1) The defect does not include cracks on parking lots, driveways, or roads. For defects related to cracks on parking lots, driveways, or roads, the Inspector must refer to: *Cracks/Settlement/Heaving/Loose Materials/Potholes (Parking Lots, Driveways, and Roads – Site)*.
2) Relief joints are present by design; the Inspector cannot consider relief joints to be cracks.
3) The Inspector cannot record repaired/sealed cracks as a Deficiency.

Level of Defect:
Level 2/Pass: Cracks greater than ¾-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, the Inspector must record the hazard under *Tripping (Health and Safety)*.

Broken/Missing Handrails (Walkways and Steps – Site)
Defect: The handrail is missing, damaged, loose, or otherwise unusable.

Level of Defect:
Level 3/Fail: The handrail for four or more stair risers is missing, damaged, loose, or otherwise unusable.

Broken/Missing Guardrails (Walkways and Steps – Site)
Defect: The Guardrail is missing, damaged, or not securely mounted.

Note:

1) Any floor surface at a height differential of 30 inches or more from the below adjacent floor or grade requires a Guardrail.

Level of Defect:
Level 3/Fail: A guardrail is missing or damaged

Comment: If the condition results in a health and safety concern, the Inspector must record it manually under *Other Hazards (Health and Safety)*.

Broken/Damaged/Missing Steps (Walkways and Steps – Site)
Defect: The horizontal tread or other component of the stairs is damaged or missing.

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

Comment: If the condition results in a health and safety concern, the Inspector must record it under *Other Hazards (Health and Safety)*.

7.6 Health and Safety

Ensuring the Tenant's health and safety is critical to the inspection process and includes identifying conditions that pose a threat to the health and safety of the Tenant. Under UPCS-V, the Inspector must record health and safety Deficiencies under a separate category because these Deficiencies can occur across any of the five Inspectable Areas. In addition, the Inspector can identify and note health and safety conditions that are outside the scope of the five Inspectable Areas.

The Inspectable Items for Health and Safety are:

- Air Quality
- Electrical Hazards
- Egress
- Flammable/Combustible Materials
- Garbage and Debris
- Structural Hazards
- Sharp Edges
- Tripping
- Other Hazards
- Infestation
- Lead Based Paint

7.6.1 Air Quality (Health and Safety)

Indoor or outdoor spaces must be free from high levels of sewer gas, fuel gas, mold/mildew-like substance, or other harmful pollutants that have the potential to seriously and continuously affect the health of a Tenant. Indoor spaces must have adequate ventilation.

The Inspectable Item can have the following defects:

- Mold/Mildew Observed
- Propane/Natural Gas/Methane Gas Detected
- Sewer Odor Detected
- Other Harmful Pollutants

Mold or Mildew Observed (Air Quality – Health and Safety)

Defect: Evidence of mold/mildew-like substance; may or may not be able to observe the underlying water infiltration or other moisture producing conditions.

Level of Defect:

Level 3/Fail: Evidence of a growth of a mold/mildew-like substance; may or may not be able to observe the underlying water infiltration or other moisture producing conditions.

Propane/Natural Gas/Methane Gas Detected (Air Quality – Health and Safety)

Defect: Detection of strong propane, natural gas, or methane gas odors that could: pose a risk of explosion/fire or pose a health risk if inhaled.

Level of Defect:
Level 3/Fail/Life Threatening: Strong gas odor detected with potential for explosion or fire or results in health risk if inhaled.

Sewer Odor Detected (Air Quality – Health and Safety)
Defect: Sewer odor detected.

Level of Defect:
Level 3/Fail: Sewer odor detected.

Comment: The occurrence of sewer gas often indicates a missing protective cover or damaged drains/piping. If the Inspector finds evidence of a missing protective cover or damaged drains/piping, the Inspector must record these defects under *Sanitary System (Building Systems)*.

Other Harmful Pollutants (Air Quality – Health and Safety)
Defect: A pollutant threatens the health of the unit's occupants.

Note:
1) The defect applies to air quality issues that are not covered by sections addressing Carbon Monoxide, Mold, Sewer and Gas odors
2) The Inspector must use this defect to address any other air quality issue that seriously and continuously threatens the health of the Tenant.

Level of Defect:
Level 3/Fail: A pollutant threatens the health of the unit's occupants.

7.6.2 Electrical Hazards (Health and Safety)

Electrical hazards are any hazards that increase the risk of electrical fires, electrocution or spark/explosion

The Inspectable Item can have the following defects:
- Wires Not Enclosed in a Secured Electrical Box
- Exposed Bare Wires
- Openings in Electric Panels
- Water Leaks on or Near Electrical Equipment
- Other Hazardous Electrical Condition

Wires Not Enclosed in a Secured Electrical Box (Electrical Hazards – Health and Safety)
Defect: Electrical wires hang or protrude from an electrical box or other fixture, or the wires are in a box with a missing cover.

Note:
1) The defect includes capped wires.
2) The defect does not include low voltage wiring; the Inspector cannot evaluate low-voltage wiring under this defect.

Level of Defect:
Level 3/Fail Wires or capped wires not enclosed in a secured electrical box.

Comment: If the Deficiency results in a risk of fire or electrocution, the Inspector must also record a Life-Threatening Deficiency under *Exposed Bare Wires (Electrical Hazards – Health and Safety)* or *Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)*, as applicable.

Exposed Bare Wires (Electrical Hazards – Health and Safety)
Defect: Exposed bare wires/electrical connections.

Level of Defect:
Level 3/Fail/Life Threatening: Exposed bare wires, terminals, connectors, bus bars, etc.

Openings in Electric Panels (Electrical Hazards – Health and Safety)
Defect: Evidence of missing breakers, open knockouts, or any improper openings in electrical panels or electrical control device enclosures.

Note:
1) The Inspector must record an opening or gap of more than ¼-inch between the breakers and the internal cover of an electrical panel as an electrical hazard.

Level of Defect:
Level 3/Fail/Life Threatening: There are improper openings in electrical panels or electrical control device enclosures.

Water Leaks on or Near Electrical Equipment (Electrical Hazards – Health and Safety)
Defect: Water leaking, puddling, or ponding on or immediately near any electrical apparatus. This could pose a risk of fire, electrocution, or explosion.

Level of Defect:
Level 3/Fail/Life Threatening: Water leaking or ponding on or near any electrical device.

Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)
Defect: Any condition that poses the risk of electrocution or fire.

Note:
1) The defect applies to any condition not covered by existing electrical hazard categories.

Level of Defect:
Level 3/Fail: Any condition that poses a risk of electrocution or electrical fire, but at the time of inspection does not result in an immediate life-threatening condition.
Level 3/Fail/Life Threatening: Any condition that poses a serious risk of electrocution or fire and poses an immediate life threatening condition.

7.6.3 Egress (Health and Safety)

All buildings must have at least two means of egress. In multifamily buildings, egress points may be marked by signage. In non-multifamily buildings, signage is typically not present. However, egress points should be easily identifiable and unobstructed. This includes, for example:

- Unit Entry Doors that lead directly to the exterior;
- Unit Entry Doors that open into Common Areas that lead to the Exit Discharge;
- Windows that open to the exterior;
- Stairway access doors; and
- External Exits, which can include operable windows on the lower floors with easy access to the ground.

Note:

1) The Inspector must evaluate both of the required Emergency Exits, i.e. the primary and secondary means of Egress. The primary means of Egress is the shortest, most direct path to the Public Way that is designated as an Exit Access and intended for use in an emergency.
2) The Exit Discharge must be clear and open to the Public Way. Discharge into a fenced, walled, or otherwise confined area is not acceptable.
3) The Inspector must inspect doors or windows that provide access to a fire escape, and these doors and windows must be fully functional and clear regardless of acceptability of the building exit. The Inspector must evaluate the condition and serviceability of the Fire Escape structure under *Fire Escapes (Building Exterior)*.
4) Locks and Security Bars:
   a. Any door that serves as an Exit, or any door along the Exit Access cannot have a double-key cylinder deadbolt lock or any lock that requires a key, a tool, or special knowledge or effort to operate (from the egress side).
   b. Any window that serves as a secondary means of Egress cannot have window locks that require a key, a tool, or special knowledge or effort to operate (from the Egress side).
   c. The Inspector must record a Deficiency if a window or door that is a designated Emergency Exit has fixed security bars. The Inspector must record a Deficiency if a window that is the designed egress point to a designated Fire Escape as a Deficiency.
   d. The Inspector cannot record a Deficiency for a hasp attached to moveable security bars, provided that the Inspector can test the moveable security bars to evaluate proper operation. The Inspector must record a Deficiency for a lock on moveable security bars that require a key or special tool to open, whether locked or unlocked at the time of inspection.
   e. Child safety window guards are designed to protect children 10 years of age or younger from falling to the outside of the building. Child safety window guards are normally present on windows in apartment and public hallways and are typically lightweight metal construction and can be dislodged with a reasonable degree of force when necessary. The Inspector cannot record child safety window guards as a Deficiency unless the window guards are improperly installed or constructed.
5) Tenant housekeeping, storage, or hoarding can be a factor that affects egress.
6) If designated for use by the Tenant, Common Areas must have one useable Exit designed for egress to the Public Way or Exit Access. The Exit must be available when the room is in use.
7) Egress terms and definitions:

a) Unit: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.
b) Sleeping Room: Any room or space used or intended to be used for sleeping.
c) Exit: The area separated from the area of the building from which escape is made. This refers to the actual Entry Door (primary) or window (secondary) that takes an individual to the Exit Access.
d) Exit Access: The horizontal or vertical egress paths that lead to the Exit Discharge (i.e. hallways, corridors, stairways).
e) Means of Egress: The path from a habitable space to the Public Way. The Primary Means of Egress refers to the shortest, most direct path.
f) 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.
g) Exit Discharge: The portion of the means of egress that is between the end of an exit access and a public way.

Blocked Egress/Unusable Emergency Exit (Egress – Health and Safety)

Defect: The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage or any other conditions that limit the use of the exit way in an emergency.

Level of Defect:

Level 3/Fail/Life Threatening: The building's emergency exit is blocked, or impeded thus limiting the ability of occupants to exit in a fire or other emergency.

7.6.4 Flammable/Combustible Materials (Health and Safety)

Any substance that is either known to be combustible or flammable or is stored in a container identifying it as such.

This Inspectable Item can have the following defects:

- Improperly Stored
- Un-Capped Gas/Fuel Supply Lines

Improperly Stored (Flammable/Combustible Materials – Health and Safety)

Defect: Flammable materials or combustible materials are improperly stored near an exposed flame, heat, or electrical source, causing the potential risk of fire or explosion.

Note:

1) Flammable or combustible materials may include, but are not limited to, gasoline, paint thinners, kerosene, propane, paper, boxes, etc.
2) If the Inspector observes flammable materials 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 the flammable materials are stored in a safe place (such as under a kitchen sink, hall closet, etc.), then the Inspector cannot record a Deficiency.

3) If the flammable materials are stored in close proximity to an open flame or heat source (such as, but not limited to a gas water heater, a gas HVAC unit, electric heaters, etc.), then the Inspector must record a Deficiency.
4) If easily combustible items (such as, but not limited to paper, plastics, boxes, clothes, etc.) are stored in close proximity to an open flame or heat source, then the Inspector must record a Deficiency.
5) The Inspector cannot record a Health and Safety Deficiency if lawnmower/gasoline is properly stored in a garage.
6) If an HCV Unit has a storage room that is only accessible from outside of the HCV Unit (and not accessible from within the HCV Unit), then the Tenant can store flammable materials such as gasoline, propane, and kerosene in that storage room.
7) The Inspector cannot record a Deficiency for propane tanks or gas-powered equipment stored outside of a building, but in close proximity to the building.

Level of Defect:
Level 3/Fail: Flammable materials are improperly stored.

Un-Capped Gas/Fuel Supply Lines (Flammable/Combustible Materials – Health and Safety)
Defect: Natural gas, propane, fuel oil, or other combustible fuel supply lines are disconnected or otherwise left open or un-capped.

Level of Defect:
Level 3/Fail: Natural gas, propane, fuel oil, or other combustible fuel supply lines are disconnected or otherwise left open or un-capped.

7.6.5 Garbage and Debris (Health and Safety)

Indoor and outdoor spaces must be free from the accumulation of garbage and debris exceeding the capacity of the storage area; garbage and debris must be stored in an area sanctioned for such use. Garbage and debris refers to large piles of trash and garbage, discarded furniture, construction, landscape, and other debris (not temporarily stored awaiting removal) that might harbor rodents. This may occur inside the Unit, in Common Areas, or on the property or Site.

Note:
1) An "accumulation" of garbage and debris means beyond the capacity of an individual to pick up within one to two hours.

This Inspectable Area can have the following defects:
- Indoors
- Outdoors

Indoors (Garbage and Debris – Health and Safety)
Defect: More garbage and debris have gathered than the planned storage capacity. Garbage and debris have gathered in an area that is not sanctioned for staging or storing garbage or debris.

Note:

1) The defect does not include garbage and debris improperly stored outside. If garbage and debris are improperly stored outside, the Inspector must record the Deficiency under (*Outdoors (Garbage and Debris – Health and Safety)*.

Level of Defect:

Level 3/Fail: Excessive garbage and/or debris observed inside the HCV Unit, Common Areas, and/or building.

Outdoors (Garbage and Debris – Health and Safety)

Defect: More garbage and debris have gathered than the planned storage capacity. Garbage and debris have gathered in an area that is not sanctioned for staging or storing garbage or debris.

Note:

1) The defect does not include garbage improperly stored indoors. If garbage and debris are improperly stored inside, the Inspector must record the Deficiency under *Indoors (Garbage and Debris – Health and Safety)*.

Level of Defect:

Level 3/Fail: Excessive garbage or debris observed outside the HCV Unit, Common Areas, on the property, or Site.

7.6.6 Structural Hazards (Health and Safety)

Structural Hazards are conditions associated with the elements of the load-bearing structural components of the building/HCV Unit. Structural components include, but are not limited to the 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.

Structural Hazards (Health and Safety)

Defect: A portion or component of the building or HCV Unit exhibits signs of serious structural failure and may threaten the health and safety of the Tenant.

Note:

1) The defect includes attachments to the structure such as decks, carports, sheds, etc.

Level of Defect:

Level 3/Fail/Emergency: A portion or component of the building or HCV Unit exhibits signs of serious structural failure and may threaten the health and safety of the Tenant.

7.6.7 Sharp Edges (Health and Safety)

Sharp Edges (Health and Safety)

Defect: Any physical defect that could cause cutting or breaking human skin or other bodily harm, generally in areas commonly used or traveled by the Tenant.

Level of Defect:

Level 3/Fail: A condition that is likely to cause the cutting or breaking of human skin exists.

7.6.8 Tripping (Health and Safety)

Tripping (Health and Safety)

Defect: Any physical defect that poses a tripping risk, generally in walkways or other areas traveled by the Tenant. Typically, the defect must present at least a ¾-inch deviation.

Note:

1) The defect does not include tripping hazards from elevators that do not level properly. If an elevator does not properly level, the Inspector must record the Deficiency under *Elevator – Tripping (Elevators – Building Systems)*.

Level of Defect:

Level 3/Fail: A condition that is likely to cause a person to trip or fall exists.

7.6.9 Infestation (Health and Safety)

Presence or evidence of any vermin that are destructive, annoying, or injurious to the health of the Tenant. Vermin include, but not limited to rats, mice, roaches, or the visible infestation by insects such as ants and termites.

This Inspectable Item can have the following defects:

- Evidence of Insects
- Evidence of Roaches
- Evidence of Rats/Mice/Vermin

Evidence of Insects (Infestation – Health and Safety)

Defect: Evidence of infestation of insects, including ants and termites, or other insects that, due to their proximity to the HCV Unit, pose a threat to the Tenant, or limit the habitability of the HCV Unit.

Note:

1) The Inspector cannot record a Deficiency for baits, traps, or sticky boards that do not show a presence of insects.

Level of Defect:

Level 3/Fail: Evidence of insects other than roaches observed.

Evidence of Roaches (Infestation – Health and Safety)

Defect: Evidence of infestation of roaches in an HCV Unit or room, especially in rooms designated for food preparation and in storage areas.

Note:

1) The Inspector cannot record a Deficiency for baits, traps, and sticky boards that do not show a presence of roaches.
2) The defect applies to roaches only. For all other insect infestation, the Inspector must refer to *Evidence of Insects (Infestation – Health and Safety)*.

Level of Defect:

Level 3/Fail: Evidence of roaches observed.

Evidence of Rats/Mice/Vermin (Infestation – Health and Safety)

Defect: Evidence of vermin, such as rats or mice, which include sightings, holes, burrows, or droppings.

Note:

1) The Inspector cannot record a Deficiency for baits, traps, and sticky boards that do not show a presence of vermin.

Level of Defect:

Level 3/Fail: Evidence of vermin observed.

7.6.10 Lead-Based Paint (Health and Safety)

All HCV Unit interior and exterior surfaces must be free of cracking, scaling, peeling, chipping, loose, or otherwise deteriorated paint, or the HCV Unit interior and exterior surfaces must be adequately treated and covered to prevent exposure of the Tenant to lead-based paint hazards.

Lead Based Paint (Health and Safety)

Defect: Cracking, scaling, peeling, chipping, loose, or otherwise deteriorated paint observed in or around an HCV Unit built prior to 1978 and occupied by a Tenant with a child less than six years of age.

Note:

1) Lead based paint requirements apply to units built prior to 1978 that are occupied or can be occupied by families with children less than six years of age.
2) Lead based paint requirements do not apply to zero bedroom units, elderly or handicapped units with no children under age six on the lease or expected units certified lead based paint free by a certified lead-based paint inspector (no lead based paint hazards present).
3) Applicable areas include painted surfaces within the unit, exterior painted surfaces associated with the unit and common areas of the building through which the Tenant must pass to gain access to the unit and areas frequented by Tenant children less than six years of age, including play areas and child care facilities.
4) Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, and frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, hipping, chalking, cracking, damaged or otherwise separated from the substrate.
5) All deteriorated paint surfaces more than 2 square feet in any one interior room or space and 20 square feet on exterior surfaces, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance testing is required. Referred to as “Above de minimis level repairs.”
6) If the deteriorated painted surface is less than 2 square feet in any interior room or space and 20 square feet on exterior surfaces or less than 10% of the component, stabilization is required, but no clearance testing is required. Stabilization means removal of

deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Referred to as "Below de minimis level repairs."

Level of Defect:

Level 2/Fail: In any one interior room or space, deteriorated paint surface is less than 2 square feet in any one interior room or space or 20 square feet on exterior surfaces, or less than 10% of the total component.

Level 3/Fail: In any one interior room or space, deteriorated paint surface is more than 2 square feet in any one interior room or space or 20 square feet on exterior surfaces, or more than 10% of the total component.

7.6.11 Other Hazards (Health and Safety)

Other Hazards (Health and Safety)

Defect: A condition that poses a risk of bodily injury.

Note:

1) The defect includes hazards that are not specifically defined elsewhere.
2) The Inspector must record "Other" hazards that are electrical in nature under *Other Hazardous Electrical Condition (Electrical Hazards – Health and Safety)*.

Level of Defect:

Level 3/Fail: Any condition that poses a risk of bodily injury.

Level 3/Fail/Life Threatening: Any condition that poses a serious risk and immediate life threatening condition

8 APPENDIX B: SPECIAL HOUSING TYPES

8.1 General Overview

The PHA has the option to allow a Tenant to use their HCV program assistance in a number of specialized housing types. Each of the special housing types described in this section is targeted to Tenants with particular needs. The UPCS-V Protocol applies to all HCV Units, but has additional unique UPCS-V Inspectable Items for each special housing type.

The PHA must decide whether or not to approve the use of special housing types, with the exception of manufactured homes which the PHA is allowed to lease under the HCV program. The PHA's decision to approve the use of special housing should be based on an assessment of the Tenant's difficulties identifying housing, applicant and Tenant demographics requiring a need for specialized housing, and the availability of suitable housing in the local market. However, even though the PHA may decide to disallow the use of special housing types, the PHA must allow the use of a special housing type if needed as a reasonable accommodation for persons with disabilities.

The PHA's decision to approve use of special housing should not be confused with a commitment on the part of the PHA to provide project-based funding for specialized housing. All of these programs are options that may be made available to HCV program participants and Tenants as they search for housing. The PHA may not set aside HCV program funds for special housing types. The PHA cannot give preference to a Tenant that wishes to live in any of these types of housing, and cannot require a Tenant to select any of these types of housing.

For each Tenant that elects to lease a HCV Unit that qualifies as special housing, there is a separate lease and HAP contract. Although most special housing types are communal in nature, each Tenant has a separate lease and separate independent inspections must be performed. The PHA has no obligation to help an Owner of special housing fill HCV Units vacated by HCV program participants. The PHA's Administrative Plan must include local policies regarding the use of special housing types.

8.1.1 Single Room Occupancy (SROs) Facilities

An SRO Unit provides living and sleeping space for the exclusive use of the Tenant, but requires the Tenant to share sanitary of food preparation facilities. There is no federal limitation on the number of SRO units in an SRO facility.

Bathroom (Unit)

An SRO facility must have at least one flush toilet that the Tenant can use in privacy. A bathroom basin and a bathtub or shower in proper operating condition must be supplied for each resident (six persons or fewer) residing in the SRO facility.

If the SRO Units are leased only to men, flush urinals may be substituted for no more than one-half the required number of flush toilets. However, there must be at least one flush toilet in the facility.

Sanitary facilities must be reasonably accessible from a common hall or passageway to all persons sharing them. These facilities may not be located more than one floor above or below the SRO

unit. Sanitary facilities may not be located below grade unless the SRO units are located on that level.

Kitchen (Unit)
The kitchen and kitchen equipment can be outside the SRO Unit (private living space), in the Common Areas of the facility.

Space and Security
No more than one person may reside in an SRO Unit. An SRO Unit must contain at least 110 sq. ft. of living space, with at least 4 feet of closet space. Additionally, the exterior doors and windows accessible from outside the SRO Unit must be lockable.

Lead-Based Paint
Because children are not permitted to live within an SRO Unit, lead-based paint standards do not apply to SRO housing.

Fire Safety
Each building must have a sprinkler system that protects all major spaces, hard wired smoke detectors, and other fire and safety improvements as State or local law may require. The term "major spaces" means hallways, large Common Areas, and other areas specified in local fire, building, or safety codes.

8.1.2 Congregate Housing

Congregate housing is intended for use by elderly persons or persons with disabilities. It contains a shared central kitchen and dining area, and a private living area for the individual household of at least a living room, bedroom, and bathroom. If approved by the PHA, a family member or live-in aide may reside with the elderly person or person with disabilities.

Kitchen (Unit)
The Congregate housing must have a central kitchen and dining facilities on the premises and accessible to the residents in addition to adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage where necessary. Additionally, the central kitchen and dining facilities must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner, and be for the primary use of residents of the Congregate Units and be sufficient in size to accommodate the residents.

The central kitchen and dining facilities must be used to provide a food service for the residents, not to provide a food service by the residents. The private living area of each Tenant must contain a refrigerator of appropriate size.

8.1.3 Group Home

A Group Home is a state-licensed facility intended for occupancy by elderly persons and/or persons with disabilities. No more than 12 persons may reside in a group home. This limit covers all residents of the Group Home Unit, including assisted and unassisted residents, and any live-in aide to the resident.

Bathroom (Unit)
The Group Home Unit may contain private or common sanitary facilities; however, the facilities must be sufficient in number so that they need not be shared by more than four residents of the Group Home. Additionally, the Group Home sanitary facilities must be readily accessible to, and usable by residents, including persons with disabilities.

Kitchen (Unit)
The Group Home must contain a kitchen and dining area with adequate space to store, prepare, and serve food. The facilities for food preparation and service may be private or may be shared by the Tenants.

The Group Home kitchen must contain a range, an oven, a refrigerator, and a sink with hot and cold running water. The kitchen sink must drain into an approval public or private disposal system.

Space and Security
The Group Home must contain at least one bedroom for every two people, a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents.

8.1.4 Shared Housing

A Shared Housing Unit is a single dwelling unit occupied by an HCV-assisted person and other HCV-assisted or non-assisted persons. The Shared Housing Unit consists of both common space for use by all residents, and separate private space for each assisted Tenant or Tenant family.

An assisted family may share a unit with other persons assisted under the housing choice voucher program, or with other unassisted persons. The Shared Housing Owner may reside in the Shared Housing Unit, but HCV program assistance may not be paid on behalf of the Owner. If the Shared Housing Owner resides in the Shared Housing Unit, the Owner may not be related by blood or marriage to the HCV-assisted Tenant family. If approved by the PHA, a live-in aide may reside with the HCV-assisted Tenant family to care for a person with disabilities.

Facilities Available
Facilities available to the HCV-assisted Tenant, whether shared or private, must include a living room, a bathroom, and food preparation and refuse disposal facilities.

Space and Security
The entire Shared Housing Unit must provide space and security for all assisted- and unassisted-Tenants. The private space for each assisted family must contain at least one bedroom for each two persons in the family. The number of bedrooms in the private space of an assisted family must not be less than the family unit size. An efficiency or one-bedroom Shared Housing Unit may not be used for Shared Housing.

8.1.5 Cooperative Housing

Cooperative Housing is owned by a nonprofit corporation or association, where a member of the corporation or association has the right to reside in a particular Cooperative Housing Unit and to participate in management of the housing. There are no HCV-program restrictions on who may occupy a Cooperative Housing Unit.

8.1.6 Manufactured Home

A Manufactured Home is a manufactured structure that is transportable in one or more parts, is built on a permanent chassis, and is designed for use as a principal place of residence. HCV-program provisions for the leasing of Manufactured Homes apply when a Tenant leases the Manufactured Home Unit and the manufactured home space.

There are no HCV-program restrictions on who may occupy a Manufactured Home. The PHA must allow a family to lease a manufactured home and space with assistance under the HCV program. The PHA may provide assistance to a family that owns the Manufactured Home and leases only the space, however, the PHA is not required to provide such assistance.

Manufactured Home Tie-Downs

A Manufactured Home must be placed on the site in a stable manner, and must be free from sliding or wind damage. The Manufactured Home must be securely anchored by a tie-down device that distributes and transfers the loads to appropriate ground anchors to resist overturning and sliding.

9 APPENDIX C: LEAD-BASED PAINT GUIDELINES

The PHA and Owner are both involved in the process of ensuring an HCV Unit meets the UPCS-V lead-based paint guidelines. A summary of the roles and responsibilities of each stakeholder is provided below.

9.1 Roles and Responsibilities

9.1.1 PHA

The PHA is responsible for ensuring staff are thoroughly trained about the requirements for lead-based paint so inspection activities are properly executed and questions from Owners about processes and requirements can be adequately addressed. Additional responsibilities include the following:

- Ensuring visual assessments are conducted for deteriorated paint surfaces in target units at initial and biennial inspections;
- Ensuring that clearance examinations are conducted following stabilization of areas greater than de minimis. Clearance examinations shall include a visual assessment, dust sampling, submission of samples for analysis for lead in dust, interpretation of sampling results, and preparation of a report. Soil sampling is not required under the clearance examination.
- Carrying out special requirements for children under age six who have environmental intervention blood lead levels as verified by a medical health care provider;
- Collecting data from the local health department on program participants under age six who have identified environmental intervention blood lead levels;
- Informing owners of lead-based paint regulations especially those related to prohibited and safe work practices, tenant protection during lead-based paint activities, and notification requirements; and
- Record keeping.

9.1.2 Owner

The Owner is responsible for Disclosing known lead-based paint hazards to all potential Tenants prior to execution of a lease. The Owner is also responsible for providing all prospective Tenants with a copy of Protect Your Family from Lead in Your Home or other EPA-approved document (the Owner is to keep the original, the PHA must keep a copy of the disclosure notice executed by the Owner and Tenant in the tenant file). Additional responsibilities of the Owner include:

- When necessary, performing paint stabilization to correct deteriorated paint;
- Notifying tenants about lead hazard reduction activities and if required, clearance examinations, each time paint stabilization is performed;
- Conducting lead hazard reduction activities when required by the PHA;
- Performing all work in accordance with HUD-prescribed safe work practices and conducting clearance examinations when required; and
- Performing ongoing maintenance. As part of ongoing maintenance, the owner must provide written notice to each assisted family asking occupants to report deteriorated paint. The notice must include the name, address, and phone number of the person responsible for accepting the occupant's complaint.

9.2 Visual Assessment for Deteriorated Paint

During the conduct of initial and biennial inspections of pre-1978 units that are occupied or will be occupied by families with children under six years of age, the PHA must ensure that a visual inspection for deteriorated paint surfaces is conducted at these locations:

- All unit interior and exterior painted surfaces associated with the assisted unit; and
- Common areas associated with the unit such as common hallways, access and egress areas, playgrounds, child-care facilities, or other areas including fences and garages frequented by children under age six.

Deteriorated paint surfaces are defined as interior or exterior paint or other coating that is peeling, chipping, flaking, cracking, is otherwise damaged or has separated from the substrate of the surface or fixture. The visual assessment may be conducted by a PHA Inspector or other party designated by the PHA, but all inspectors must be trained in visual assessment in accordance with procedures established by HUD. A visual assessment training course is available on the Office of Healthy Homes and Lead Hazard Control's website.

9.3 Stabilization of Deteriorated Paint Surfaces

When the visual assessment inspector identifies deteriorated paint surfaces, the PHA must notify and require the owner to perform stabilization of the surfaces within thirty (30) days of notification in occupied units, and before commencement of an assisted tenancy. When weather conditions prevent stabilization of deteriorated paint surfaces on exterior surfaces within the 30-day period, stabilization may be delayed for a reasonable time.

Owner requirements for compliance with a PHA's paint stabilization notice differ, depending upon the amount of deteriorated paint surface to be corrected. The use of lead-safe work practices during paint stabilization activities are required when deteriorated paint surfaces are above de minimis levels. De minimis deteriorated paint surfaces are as follows:

- 20 square feet on exterior surfaces;
- Two square feet on an interior surface in a single room or interior space; or
- 10 percent of individual small components (e.g., window skills) on the interior or exterior.

Owners must perform paint stabilization on all deteriorated paint surfaces regardless of the size of the deteriorated surface. Paint stabilization is defined as:

- Repair of any physical defect in the substrate of the painted surface or building component;
- Removal of all loose paint and other loose material from the surface being treated; and
- Application of a new protective coat of paint to the stabilized surface.

If the amount of deteriorated paint is below the de minimis level, the owner must perform paint stabilization. Owners are not required to perform lead-safe work practices and clearance.

Correction of deteriorated paint above de minimis levels requires owners to perform additional activities to gain compliance with HUD lead-based paint requirements, including:

- Conducting the stabilization activities with trained staff;
- Employing acceptable methods for preparing the surface to be treated;
- Protecting the occupants and their belongings from contamination;

- Notifying the occupants within fifteen (15) calendar days of the stabilization activity and providing the results of the clearance examination.

In no instance may an owner employ any paint stabilization methods that are strictly prohibited by federal, state, or local law.

The PHA is responsible for covering the cost of the first clearance examination. The owner covers funds for the cost of subsequent tests.

The PHA is responsible for clearance activities. Clearance examinations must be performed by persons who have EPA or state-approved training and are licensed or certified to perform clearance examinations.

Failure to comply with paint stabilization requirements, regardless of the amount of deteriorated surface, results in disapproval of the tenancy, abatement of payment to the owner, and/or termination of the HAP contract. The UPCS-V violation for paint stabilization is considered closed when the PHA receives an executed copy of the Lead Based Paint Owner's Certification.

Requirements for Children with Environmental Intervention Blood Lead Level

HUD has defined environmental intervention blood lead level as a confirmed concentration of lead in whole blood equal or greater than 20 ug/dL (micrograms of lead per deciliter) for a single test or 15-19 ug/dL in two tests taken at least three months apart in children under age six.

Notification

A medical health care provider, public health department, the family, owner, or outside source may notify the PHA of an environmental intervention blood lead level child living in a program unit.

When information regarding an environmental intervention blood lead level child under age six is received from the family, owner, or other sources not associated with the medical health community, the PHA must immediately verify the information with a public health department or other medical health care provider. When a PHA receives a report of an environmental intervention blood lead level child from any source other than the public health department, the PHA must notify the health department within five working days.

If either the public health department or a private medical health agency provides verification that the child has an environmental intervention blood lead level, the PHA must proceed to complete a risk assessment of the unit, common areas and exterior surfaces. This requirement does not apply if the public health department has already conducted an evaluation between the date the child's blood was last sampled and the receipt of notification of the child's condition.

Risk Assessment

Within 15 days of notification by a public health department or medical health care provider, the PHA must complete a risk assessment of the unit, including common areas servicing the unit, if the child lived in the unit at the time the child's blood was sampled. In most areas of the country, the local health department will complete the risk assessment free of charge to the PHA. In areas where this is not possible, the PHA must hire and pay for a certified risk assessor and, upon completion of the risk assessment, the PHA must provide the report to the owner.

Persons trained and certified by an EPA or state-approved agency must complete risk assessments.

Risk assessments involve on-site investigations to determine the existence, nature, severity, and location of lead-based paint hazards. The investigation includes dust and soil sampling, and visual evaluation, and may include paint inspections (tests for lead in paint). The assessor issues a report explaining the results of the investigation, as well as options and requirements for reducing lead-based paint hazards.

The PHA must provide the owner with a copy of the risk assessment. The owner must notify the building tenants of the results of the risk assessment within 15 days of receipt from the PHA.

Hazard Reduction

The owner must complete reduction of lead-based paint hazards as identified in the risk assessment within 30 days (or date specified by PHA if an extension is granted for exterior surfaces).

Hazard reduction activities may include paint stabilization, abatement, interim controls, or dust and soil contamination control. The appropriate method of correction should be identified in the risk assessment.

Hazard reduction is considered complete when a clearance examination has been completed and the report indicates that all identified hazards have been treated and clearance has been achieved, or when the public health department certifies that the hazard reduction is complete. The owner must notify all building tenants of any hazard reduction activities within 15 days of completion of activities.

Like paint stabilization compliance, PHA receipt of the owner's certification signals compliance with lead hazard reduction activities. Failure to complete hazard reduction activities (including clearance) within 30 days (or later if PHA grants an extension for exterior surfaces) of notification constitutes a violation of UPCS-V, and appropriate action against the owner must be taken if a program family occupies the unit. If the unit is vacant when the PHA notifies the owner, the unit may not be re-occupied by another assisted family, regardless of the ages of children in the family, until compliance with the lead based paint requirement.

Ongoing Maintenance

In addition to the visual assessment completed by an inspector, the owner is required to conduct a visual assessment for deteriorated paint and failure of any hazard reduction measures at unit turnover and every 12 months of continued occupancy.

The owner is required to make corrections of deteriorated paint and any failed lead hazard reduction measures. Correction methods are the same as those for paint stabilization activities discussed above.

The owner must provide written notice to each assisted family asking occupants to report deteriorated paint. The notice must include the name, address, and phone number of the person responsible for accepting the occupant's complaint.

The owner certifies that this requirement is being met by presenting the owner's certification to the PHA before the execution of the lease and at biennial inspection.

PHA Data Collection and Record Keeping

Quarterly, the PHA must attempt to obtain from the public health department having jurisdiction in the same area as the PHA, the names and addresses of children under age six with an identified environmental intervention blood lead level.

The PHA must match information received from the health department with information about program families. If a match occurs, the PHA must follow all procedures for notifying owners and conducting risk assessments as stated above.

Quarterly, the PHA must report a list of addresses of units occupied by children under age six receiving assistance to the public health department, unless the health department indicates that such a report is not necessary.

Risk assessors and public health departments conducting risk assessments involving environmental intervention blood lead level children will issue a report on any needed corrections and appropriate methods to correct lead hazards. The PHA must notify the owner of the deadline for completing the corrections.

PHAs should also develop a tracking report to track known environmental intervention blood lead level children until the child reaches age six. This will ensure that all PHA-required activities are addressed in a timely manner and that inspections conducted on behalf of the family include the inspection for deteriorated paint.