

MAINTENANCE GUIDEBOOK I - MAINTENANCE PROGRAM

CHAPTER FOUR - INSPECTIONS

SECTION A GENERAL

Annual inspections of units and systems, covered in detail in Guidebook Two, are to be conducted in accordance with PHMAP indicator #7, and should be an integral part of every HA's maintenance program. To achieve an "A" rating, PHMAP indicator #7 requires that all dwelling units be inspected on a yearly basis, that any emergency items be corrected within 24 hours, and that any non-emergency items identified during the inspection be corrected within 25 days. The condition of all units should meet or exceed the Section 8, Existing Housing Program quality standards (HQS), included in HUD Handbook 7420.7, Chapter 5, and local housing code requirements. The inspections should be conducted using HUD Form 52580, or its equivalent.

In addition to inspecting the dwelling units, PHMAP indicator #7 requires that all major development systems also be inspected on a yearly basis. Examples of these include natural-gas pipelines, storm-drains, and electrical-distribution, water and sewage, heating, and cathodic-protection systems. In addition to the PHMAP requirements, there are other factors which may necessitate more frequent inspections. Some of these are necessitated by manufacturers' recommendations, seasonal or climate conditions, codes, and regulations.

SECTION B OTHER INSPECTIONS

In addition to annual unit and system inspections, HAs should conduct regular inspections of the buildings and grounds. The condition of grounds and interior common areas plays a major role in determining residents' attitudes, as well as the community's image of the development. As a result, these areas should be inspected weekly. The inspections should concentrate on, but not be limited to:

- Trash on grounds,
- Cars improperly parked,
- Vandalism and graffiti,
- Newly vacated units (skip-moves),
- Hallways and corridors,
- Light conditions and other security problems,
- Common areas,
- Erosion problems,
- Sidewalks,
- Fencing,

- **Playgrounds,**
- **Exterior furnishings,**
- **Lawns and trees,**
- **Landscaping.**

Any deficiencies noted should be taken care of as soon as possible. If necessary, a work order should be generated to correct the problem.

END OF CHAPTER FOUR