

**Topic 5: Record Observed Deficiencies****Introduction:**

This topic will demonstrate how to record deficiencies of Inspectable Items using the PASS DCD 2.1 software. Inspectable Items vary according to which Inspectable Area is being inspected. There are five Inspectable Areas: Site, Building Exterior, Building Systems, Common Areas, and Units. Inspectable Items can be categorized in three ways: No Observed Deficiency (NOD), Observed Deficiency (OD), or Not Applicable (NA). Inspectable Items with an observed deficiency may have a number of Inspectable Defects. Furthermore, these Inspectable Defects are rated as either Minor, Major, or Severe. All Inspectable Items must be assessed to successfully complete the inspection. An example of this relationship is as follows:

Inspectable Area:	Building Exterior
Inspectable Item:	Doors
Inspectable Defect:	Damaged Hardware/Locks
Rating:	Major

**Walkthroughs:**

- Walkthrough 10 - Record Observed Deficiencies

## Walkthrough 10: Record Observed Deficiencies

**Step 1:** Single-click the **Property Inspectable Items** tab.

The *Property Inspectable Items* screen opens.

Site				
Inspectable Item	NOD	OD	NA	
▶ Fencing and Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mailboxes/Project Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Market Appeal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Lots/Driveways/Roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

  

Site: Health and Safety	
Inspectable Item	OD
▶ Air Quality	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>
Flammable Materials	<input type="checkbox"/>

**Step 2:** Single-click the **Site** button to begin to record observed deficiencies for Site inspectable items.

A screen displaying Site Inspectable Items opens.

**NOTE: HEALTH AND SAFETY ITEMS FOR THE SITE ARE LISTED IN THE BOTTOM HALF OF THE SITE INSPECTABLE AREA SCREEN. OBSERVED HEALTH AND SAFETY ITEMS MUST BE RECORDED FOR EACH INSPECTABLE AREA DURING AN INSPECTION.**

**Step 3:** Single-click the appropriate checkbox under either the **NOD**, **OD**, or **NA**

columns for each Inspectable Item listed for Site.

The **Item Definition** button can be used to access detailed definitions about each Inspectable Item.

If the checkbox under the **OD** column is selected for an Inspectable Item, a screen opens displaying Inspectable Defects and deficiency ratings for that Inspectable Item.

	Inspectable Defect	MI	MA	SE
	Damaged or Missing Gates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Damaged/Falling/Leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Holes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Missing Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Page Up, Page Down, Save, Clear All, Defect Definition, Help, Close Form

The **Defect Definition** button can be used to access detailed definitions about each Inspectable Defect.

**Step 4:** Single-click the appropriate checkbox under either the **MI**, **MA**, or **SE** column to rate the observed deficiency.

**NOTE: IF THE SE CHECKBOX IS SELECTED, A DEFECT LOCATION AND COMMENTS MESSAGE BOX OPENS. THE LOCATION OF AND DETAILED COMMENT ABOUT THE SEVERE DEFICIENCY MUST BE PROVIDED IN THE APPROPRIATE FIELDS.**

**Step 5:** Single-click the **Save** button.

**Step 6:** Single-click the **Close Form** button.

The screen displaying Site Inspectable Items re-opens.

**NOTE: THE PROCESS FOR RECORDING DEFICIENCIES FOR EACH INSPECTABLE AREA IS THE SAME AS FOR SITE. SINGLE-CLICK ON THE INSPECTABLE AREA TO BE INSPECTED (EXTERIOR, SYSTEMS, COMMON AREAS, AND UNIT) AND A SCREEN DISPLAYING THE RELEVANT INSPECTABLE ITEMS OPENS. FOR EXTERIOR, SYSTEMS, AND COMMON AREAS, THE BUILDING NAME MUST FIRST BE SELECTED FROM THE DROP-DOWN BOX OPTIONS. FOR UNIT, THE UNIT NUMBER MUST FIRST BE SELECTED FROM THE DROP-DOWN BOX OPTIONS.**