

TITLE: WINDOW
VERSION: VI.3
DATE PUBLISHED: 7/31/20

DEFINITION: Opening in a wall or roof of a building that is fitted with glass or other transparent material.
PURPOSE: To admit light or air and allow people to see out.
NAME VARIANTS: Casement window; Bay window; Dormer; Double hung window; Slider; Fixed pane; Skylight
COMMON MATERIALS: Glass; Vinyl; Fiberglass; Aluminum; Wood
COMMON COMPONENTS: Frame; Balance; Header; Sill; Pane; Jambs; Glass; Sash; Jamb liner; Rail
LOCATION: Unit Any room that shares an exterior wall
 Inside Any room that shares an exterior wall
 Outside None
MORE INFORMATION: None

DEFICIENCY 1: Window will not open or stay open
LOCATION: Unit Inside

DEFICIENCY 2: Pane or sash is damaged or missing
LOCATION: Unit Inside

DEFICIENCY 3: Window does not close or lock
LOCATION: Unit

DEFICIENCY 4: Window is missing where required
LOCATION: Unit

DEFICIENCY 5: Weather stripping is damaged or missing
LOCATION: Unit Inside

DEFICIENCY I — UNIT: WINDOW WILL NOT OPEN OR STAY OPEN

DEFICIENCY CRITERIA: Window will not open.

OR

Once opened, window will not stay open without the use of a tool.

HEALTH AND SAFETY DETERMINATION: Standard This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.

CORRECTION TIMEFRAME: Within 30 days

HCV — CORRECTION TIMEFRAME: Within 30 days

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
R1	Health	Indirect	Condition could affect resident's mental, or physical, or psychological state.	If the window does not open or remain opened, then it may not provide appropriate ventilation. Reduced ventilation may increase indoor humidity, which provides an environment favorable for mold growth, which may trigger respiratory issues, including asthma.
R2	Safety	Indirect	Resident could be injured because of this condition.	If the window does not open or remain opened, and it closes suddenly, then it may injure the resident.
R6	Usability and Operability of Fixtures	Direct	Because of this condition, the resident is unable to use certain fixtures, features, or appliances, which are reasonably assumed to be part of their rent.	If the window does not open or remain opened, then the resident may be unable to utilize a feature that is expected to be provided and maintained as part of their rent.
M1	Corrective Maintenance	Direct	It is reasonable to expect a tenant to report this deficiency, and for facilities management to prioritize a work order response to fix that deficiency.	If the window does not open or remain opened, then resident will likely report it and the presence of this defect may indicate that complaint-based work orders are not being addressed.
M2	Routine Maintenance	Direct	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.	If the window does not open or remain opened, then it should be identified during routine maintenance activities and the presence of this defect may indicate that self-generated work orders are not being addressed.
M4	Capital Cost	Direct	This defect, on its own, is significant enough to be a capital cost to repair.	If the window does not open or remain opened, then it may result in capital expenditures depending on the number of windows impacted.

INSPECTION PROCESS:

- OBSERVATION:** - Look to verify the window stays open.
- REQUEST FOR HELP:** - None
- ACTION:** - Unlock and open the window fully by lifting or via crank.
- Step back from window.
- Following evaluation, close and lock the window.
- More Information:** - None

TOOLS OR EQUIPMENT:

- REQUIRED:** - None
- USEFUL:** - None
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DEFICIENCY I — INSIDE: WINDOW WILL NOT OPEN OR STAY OPEN

DEFICIENCY CRITERIA: Window will not open.

OR

Once opened, window will not stay open without the use of a tool.

HEALTH AND SAFETY DETERMINATION: Standard This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.

CORRECTION TIMEFRAME: Within 30 days

HCV — CORRECTION TIMEFRAME: Within 30 days

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
R1	Health	Indirect	Condition could affect resident's mental, or physical, or psychological state.	If the window does not open or remain opened, then it may not provide appropriate ventilation. Reduced ventilation may increase indoor humidity, which provides an environment favorable for mold growth, which may trigger respiratory issues, including asthma.
R2	Safety	Indirect	Resident could be injured because of this condition.	If the window does not open or remain opened, and it closes suddenly, then it may injure the resident.
R6	Usability and Operability of Fixtures	Direct	Because of this condition, the resident is unable to use certain fixtures, features, or appliances, which are reasonably assumed to be part of their rent.	If the window does not open or remain opened, then the resident may be unable to utilize a feature that is expected to be provided and maintained as part of their rent.
M1	Corrective Maintenance	Direct	It is reasonable to expect a tenant to report this deficiency, and for facilities management to prioritize a work order response to fix that deficiency.	If the window does not open or remain opened, then resident will likely report it and the presence of this defect may indicate that complaint-based work orders are not being addressed.
M2	Routine Maintenance	Direct	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.	If the window does not open or remain opened, then it should be identified during routine maintenance activities and the presence of this defect may indicate that self-generated work orders are not being addressed.
M4	Capital Cost	Direct	This defect, on its own, is significant enough to be a capital cost to repair.	If the window does not open or remain opened, then it may result in capital expenditures depending on the number of windows impacted.

INSPECTION PROCESS:

- OBSERVATION:** - Look to verify the window stays open.
- REQUEST FOR HELP:** - None
- ACTION:** - Unlock and open the window fully by lifting or via crank.
- Step back from window.
- Following evaluation, close and lock the window.
- More Information:** - None

TOOLS OR EQUIPMENT:

- REQUIRED:** - None
- USEFUL:** - None
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DEFICIENCY 2 — UNIT: PANE OR SASH IS DAMAGED OR MISSING

DEFICIENCY CRITERIA: Pane or sash is damaged (i.e. visibly defective; impacts functionality) so that it impedes a function of the window.

OR

Pane or sash is missing (i.e. evidence of prior installation, but now not present or is incomplete).

HEALTH AND SAFETY DETERMINATION: Standard This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.

CORRECTION TIMEFRAME: Within 30 days

HCV — CORRECTION TIMEFRAME: Within 30 days

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
R1	Health	Direct	Condition could affect resident's mental, or physical, or psychological state.	If pane or sash is damaged or not present, then resident may be exposed to the outside elements, which could be detrimental to their health.
R2	Safety	Direct	Resident could be injured because of this condition.	If pane or sash is damaged or not present, then it may present a hazard to the resident (e.g. fall hazard for children).
R4	Security	Direct	Resident cannot control access to unit or property because of this condition.	If pane or sash is damaged or not present, then the resident may be unable to control access or secure property.
R6	Usability and Operability of Fixtures	Direct	Because of this condition, the resident is unable to use certain fixtures, features, or appliances, which are reasonably assumed to be part of their rent.	If pane or sash is damaged or not present, then resident may be unable to fully utilize a feature that is expected to be provided and maintained as part of their rent.
M1	Corrective Maintenance	Direct	It is reasonable to expect a tenant to report this deficiency, and for facilities management to prioritize a work order response to fix that deficiency.	If pane or sash is damaged or not present, then resident will likely report it and the presence of this defect may indicate that complaint-based work orders are not being addressed.
M2	Routine Maintenance	Direct	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.	If pane or sash is damaged or not present, then it should be identified during routine maintenance activities and the presence of this defect may indicate that self-generated work orders are not being addressed.

M4	Capital Cost	Direct	This defect, on its own, is significant enough to be a capital cost to repair.	If pane or sash is damaged or not present, then it may result in capital expenditures depending on the number of windows impacted.
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INSPECTION PROCESS:

- OBSERVATION:**
- Look to ensure pane and sash are present.
 - Look for any damage (e.g. cracks or render the pane unstable).
- REQUEST FOR HELP:**
- None
- ACTION:**
- None
- More Information:**
- If pane is broken, then record under the sharp edges standard.

TOOLS OR EQUIPMENT:

- REQUIRED:**
- None
- USEFUL:**
- None
-

DEFICIENCY 2 — INSIDE: PANE OR SASH IS DAMAGED OR MISSING

DEFICIENCY CRITERIA: Pane or sash is damaged (i.e. visibly defective; impacts functionality) so that it impedes a function of the window.

OR

Pane or sash is missing (i.e. evidence of prior installation, but now not present or is incomplete).

HEALTH AND SAFETY DETERMINATION: Standard This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.

CORRECTION TIMEFRAME: Within 30 days

HCV — CORRECTION TIMEFRAME: Within 30 days

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
R1	Health	Direct	Condition could affect resident's mental, or physical, or psychological state.	If pane or sash is damaged or not present, then resident may be exposed to the outside elements, which could be detrimental to their health.
R2	Safety	Direct	Resident could be injured because of this condition.	If pane or sash is damaged or not present, then it may present a hazard to the resident (e.g. fall hazard for children).
R4	Security	Direct	Resident cannot control access to unit or property because of this condition.	If pane or sash is damaged or not present, then the resident may be unable to control access or secure property.
R6	Usability and Operability of Fixtures	Direct	Because of this condition, the resident is unable to use certain fixtures, features, or appliances, which are reasonably assumed to be part of their rent.	If pane or sash is damaged or not present, then resident may be unable to fully utilize a feature that is expected to be provided and maintained as part of their rent.
M1	Corrective Maintenance	Direct	It is reasonable to expect a tenant to report this deficiency, and for facilities management to prioritize a work order response to fix that deficiency.	If pane or sash is damaged or not present, then resident will likely report it and the presence of this defect may indicate that complaint-based work orders are not being addressed.
M2	Routine Maintenance	Direct	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.	If pane or sash is damaged or not present, then it should be identified during routine maintenance activities and the presence of this defect may indicate that self-generated work orders are not being addressed.

M4	Capital Cost	Direct	This defect, on its own, is significant enough to be a capital cost to repair.	If pane or sash is damaged or not present, then it may result in capital expenditures depending on the number of windows impacted.
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INSPECTION PROCESS:

- OBSERVATION:**
- Look to ensure pane and sash are present.
 - Look for any damage (e.g. cracks or render the pane unstable).
- REQUEST FOR HELP:**
- None
- ACTION:**
- None
- More Information:**
- If pane is broken, then record under the sharp edges standard.

TOOLS OR EQUIPMENT:

- REQUIRED:**
- None
- USEFUL:**
- None
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DEFICIENCY 3 — UNIT: WINDOW DOES NOT CLOSE OR LOCK

DEFICIENCY CRITERIA: The window does not close completely.

OR

At least one window lock is not present.

OR

The window can be opened once the lock is engaged.

HEALTH AND SAFETY DETERMINATION: Severe Non-Life-Threatening This is a severe health and safety issue that would cause a serious undue burden on the resident if the deficiency is present for an extended period of time.

CORRECTION TIMEFRAME: 24 hours

HCV — CORRECTION TIMEFRAME: 30 days

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
R1	Health	Direct	Condition could affect resident's mental, or physical, or psychological state.	If window does not close or lock, then resident may be exposed to the outside elements, which could be detrimental to their health.
R4	Security	Direct	Resident cannot control access to unit or property because of this condition.	If window does not close or lock, then the resident may be unable to control access or secure property.
R6	Usability and Operability of Fixtures	Direct	Because of this condition, the resident is unable to use certain fixtures, features, or appliances, which are reasonably assumed to be part of their rent.	If window does not close or lock, then resident may be unable to fully utilize a feature that is expected to be provided and maintained as part of their rent.
M1	Corrective Maintenance	Direct	It is reasonable to expect a tenant to report this deficiency, and for facilities management to prioritize a work order response to fix that deficiency.	If window does not close or lock, then resident will likely report it and the presence of this defect may indicate that complaint-based work orders are not being addressed.
M2	Routine Maintenance	Direct	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.	If window does not close or lock, then it should be identified during routine maintenance activities and the presence of this defect may indicate that self-generated work orders are not being addressed.

M4	Capital Cost	Direct	This defect, on its own, is significant enough to be a capital cost to repair.	If window does not close or lock, then it may result in capital expenditures depending on the number of windows impacted.
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INSPECTION PROCESS:

- OBSERVATION: - None
- REQUEST FOR HELP: - None
- ACTION:
 - Open window and attempt to close completely.
 - If the window closes completely and the lock is present, engage lock and attempt to open window.
- More Information:
 - Windows above 8 feet and not adjacent to a structure that would allow access do not require a lock.
 - Thumb latches, "charley" bars and various pinning devices can provide adequate security for older windows where hardware is not available

TOOLS OR EQUIPMENT:

- REQUIRED: - None
- USEFUL: - None

DEFICIENCY 4 — UNIT: WINDOW IS MISSING WHERE REQUIRED

DEFICIENCY CRITERIA: Window missing in a bedroom.

HEALTH AND SAFETY DETERMINATION: Standard This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.

CORRECTION TIMEFRAME: Within 30 days

HCV — CORRECTION TIMEFRAME: Within 30 days

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
R2	Safety	Direct	Resident could be injured because of this condition.	If window is missing, then illumination of the bedroom may be limited and increase the opportunity for injury due to trip hazards.

INSPECTION PROCESS:

OBSERVATION: - Verify that each bedroom has at least one window.

REQUEST FOR HELP: - None

ACTION: - None

More Information: - A window is required in kitchen and bathroom if alternate ventilation is not available and should be evaluated under the respective standards.

TOOLS OR EQUIPMENT:

REQUIRED: - None

USEFUL: - None

DEFICIENCY 5 — UNIT: WEATHER STRIPPING IS DAMAGED OR MISSING

DEFICIENCY CRITERIA: Weather stripping or seal is damaged (i.e. visibly defective; impacts functionality) and light can be seen, or air can be felt.

OR

Weather stripping or seal is missing (i.e. evidence of prior installation, but now not present or is incomplete) and light can be seen, or air can be felt.

HEALTH AND SAFETY DETERMINATION: Standard This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.

CORRECTION TIMEFRAME: Within 30 days

HCV — CORRECTION TIMEFRAME: Within 30 days

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
R1	Health	Direct	Condition could affect resident's mental, or physical, or psychological state.	If weather stripping or seal is damaged or missing, then resident may be exposed to the outside elements, which could be detrimental to their health.
M2	Routine Maintenance	Direct	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.	If weather stripping or seal is damaged or missing, then it should be identified during routine maintenance activities and the presence of this defect may indicate that self-generated work orders are not being addressed.

INSPECTION PROCESS:

OBSERVATION: - Inspect the weather stripping to identify any damage (e.g. missing material or compression).

REQUEST FOR HELP: - None

ACTION: - Close the window and verify proper seal by identifying any passage of light or air.

More Information: - None

TOOLS OR EQUIPMENT:

REQUIRED: - None

USEFUL: - None

DEFICIENCY 5 — INSIDE: WEATHER STRIPPING IS DAMAGED OR MISSING

DEFICIENCY CRITERIA: Weather stripping or seal is damaged (i.e. visibly defective; impacts functionality) and light can be seen, or air can be felt.

OR

Weather stripping or seal is missing (i.e. evidence of prior installation, but now not present or is incomplete) and light can be seen, or air can be felt.

HEALTH AND SAFETY DETERMINATION: N/A — F&O N/A — Function and operability
CORRECTION TIMEFRAME: N/A To be remedied according to property maintenance plan.
HCV — CORRECTION TIMEFRAME: N/A To be remedied according to property maintenance plan.

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
M2	Routine Maintenance	Direct	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.	If weather stripping or seal is damaged or missing, then it should be identified during routine maintenance activities and the presence of this defect may indicate that self-generated work orders are not being addressed.

INSPECTION PROCESS:

- OBSERVATION:** - Inspect the weather stripping to identify any damage (e.g. missing material or compression).
- REQUEST FOR HELP:** - None
- ACTION:** - Close the window and verify proper seal by identifying any passage of light or air.
- More Information:** - None

TOOLS OR EQUIPMENT:

- REQUIRED:** - None
- USEFUL:** - None

SUMMARY OF CHANGES

TITLE: WINDOW
VERSION: VI.3
DATE PUBLISHED: 7/31/20

FIELD	CHANGE	VERSION	DATE
Overall Formatting	Complete rework of document format and layout	VI.3	2020-07-31
Definition	Revised definition	VI.3	2020-07-31
Purpose	Field added	VI.3	2020-07-31
Common Components	Revised common components	VI.3	2020-07-31
Location	Revised inspectable locations	VI.3	2020-07-31
More Information	Field added	VI.3	2020-07-31
Deficiency 1	Separated by inspectable locations — Unit and Inside	VI.3	2020-07-31
Title	Revised title; added inspectable locations		
Deficiency Criteria	Revised deficiency criteria		
Health and Safety Determination	Added standardized description		
Correction Timeframe	Field added; response input as “Within 30 days”		
HCV — Correction Timeframe	Field added; response input as “Within 30 days”		
Rationale	Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Revised observation, request for help, action, and more information		
Tools or Equipment	Field added to deficiency; response revised		
Deficiency 2	Separated by inspectable locations — Unit and Inside	VI.3	2020-07-31
Title	Revised title; added inspectable locations		
Deficiency Criteria	Revised deficiency criteria		
Health and Safety Determination	Added standardized description		
Correction Timeframe	Field added; response input as “Within 30 days”		
HCV — Correction Timeframe	Field added; response input as “Within 30 days”		

Rationale	Revised rationale categories, types, and explanations; added standardized codes and descriptions
Inspection Process	Revised observation, request for help, action, and more information
Tools or Equipment	Field added to deficiency; response revised
Deficiency 3	Separated by inspectable location — Unit VI.3 2020-07-31
Title	Added inspectable location
Deficiency Criteria	Revised deficiency criteria
Health and Safety Determination	Revised to “Severe Non-Life-Threatening” determination; added standardized description
Correction Timeframe	Field added; response input as “24 hours”
HCV — Correction Timeframe	Field added; response input as “30 days”
Rationale	Revised rationale categories, types, and explanations; added standardized codes and descriptions
Inspection Process	Revised observation, request for help, action, and more information
Tools or Equipment	Field added to deficiency; response revised
Deficiency 4	Added by inspectable location — Unit VI.3 2020-07-31
Title	Added title; added inspectable location
Deficiency Criteria	Added deficiency criteria
Health and Safety Determination	Added “Standard” determination; added standardized description
Correction Timeframe	Field added; response input as “Within 30 days”
HCV — Correction Timeframe	Field added; response input as “Within 30 days”
Rationale	Added rationale categories, types, and explanations; added standardized codes and descriptions
Inspection Process	Added observation, request for help, action, and more information
Tools or Equipment	Field added to deficiency
Deficiency 5	Added by inspectable locations — Unit and Inside VI.3 2020-07-31
Title	Added title; added inspectable locations
Deficiency Criteria	Added deficiency criteria
Health and Safety Determination	Unit: Added “Standard” determination; added standardized description Inside: Added “N/A — F&O” determination; added standardized description

Correction Timeframe	Unit: Field added; response input as "Within 30 days" Inside: Field added; response input as "N/A" with note to be remedied according to property maintenance plan		
HCV – Correction Timeframe	Unit: Field added; response input as "Within 30 days" Inside: Field added; response input as "N/A" with note to be remedied according to property maintenance plan		
Rationale	Added rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Added observation, request for help, action, and more information		
Tools or Equipment	Field added to deficiency		
Rationales	Updated following in-house review and public comment	VI-2	2019-12-27
Health and Safety Determinations	Updated following in-house review and public comment	VI-2	2019-12-27