TITLE: WINDOW

VERSION: V1.3

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
           □ Inside
           □ Outside

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:

<table>
<thead>
<tr>
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<th>EXPLANATION</th>
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<tbody>
<tr>
<td>R1</td>
<td>Health</td>
<td>Indirect</td>
<td>Condition could affect resident’s mental, or physical, or psychological state.</td>
<td>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.</td>
</tr>
<tr>
<td>R2</td>
<td>Safety</td>
<td>Indirect</td>
<td>Resident could be injured because of this condition.</td>
<td>If the window does not open or remain opened, and it closes suddenly, then it may injure the resident.</td>
</tr>
<tr>
<td>R6</td>
<td>Usability and Operability of Fixtures</td>
<td>Direct</td>
<td>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.</td>
<td>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.</td>
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<td>M1</td>
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<td>Direct</td>
<td>It is reasonable to expect a tenant to report this deficiency, and for facilities management to prioritize a work order response to fix this deficiency.</td>
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<td>This defect, on its own, is significant enough to be a capital cost to repair.</td>
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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
**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:**

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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
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).

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</tr>
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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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<td>Observation:</td>
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<td>- Look to ensure pane and sash are present.</td>
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<td>- Look for any damage (e.g. cracks or render the pane unstable).</td>
</tr>
<tr>
<td>Request for Help:</td>
</tr>
<tr>
<td>- None</td>
</tr>
<tr>
<td>Action:</td>
</tr>
<tr>
<td>- None</td>
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<tr>
<td>More Information:</td>
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<td>- If pane is broken, then record under the sharp edges standard.</td>
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<td>Required:</td>
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<tr>
<td>- None</td>
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<td>Useful:</td>
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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

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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.

**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 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:**

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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

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**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

HCY — CORRECTION TIMEFRAME: Within 30 days

RATIONAL:

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<tr>
<td>R2</td>
<td>Safety</td>
<td>Direct</td>
<td>Resident could be injured because of this condition.</td>
<td>If window is missing, then illumination of the bedroom may be limited and increase the opportunity for injury due to trip hazards.</td>
</tr>
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</table>

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

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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:

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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

CORRECTION TIMEFRAME: N/A — Function and operability

HCV — CORRECTION TIMEFRAME: N/A

To be remedied according to property maintenance plan.

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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