

PASS TRAINING

Dine & Learn



Once again, the Training Team and I would like to thank each one of you for taking time out of your day to be here today. Please submit your questions during the presentation or during the Q&A after the presentation. We will try not to answer the same question multiple times.

To let everyone know, there will be 7 additional people along with Lawrence to help answer questions today. 4 QA Trainers and a 2 representative from TAC. The QAs are Ron Kluck, Lawrence Clay, and Brian Easthom. And Bobby and Amos from TAC.

There will be a Survey Monkey sent out after this Dine & Learn. We have received a lot good suggestions and recommendations to improve each upcoming Dine and Learn. So, please keep giving us your feedback. It is greatly appreciated.

As before, we will not be taking any questions concerning how the Corona virus.

Next page.

PASS TRAINING – DINE & LEARN

Presented November 5, 2020

Presenter:

PowerPoint – Lawrence Clay – QA Construction Analyst / REAC UPCS Trainer

Staff available for Questions & Answers:

Dexter Brady	–	QA Construction Analyst / REAC UPCS Trainer
J Johnson	–	QA Construction Analyst / REAC UPCS Trainer
Brian Easthom	–	QA Construction Analyst / REAC UPCS Trainer
Dilip Patel	–	QA Supervisor / REAC UPCS Trainer
Amos Stevenson	–	TAC Customer Service Representative
Bobby Martin	–	TAC Project Manager
Robert (Whitt) Whittington	–	General Engineer & REAC Training Coordinator & Facilitator

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This is a list showing today's presenter and staff available for Q&As after the presentation. The QAs are Ron Kluck, Lawrence Clay, Dexter Brady and Brian Easthom. And Amos and Bobby from TAC.

Some Updates since the Last Dine & Learn

- REAC started inspections again on Oct 5th, 2020, as allowed by the SOP and COVID – 19 Data Tracing over a 6-week period
 - For more details on this, go to REAC's home webpage located on [HUD.GOV](https://www.hud.gov)
- REAC UPCS Training webpage has been updated:
 - Last 4 Dine & Learns
 - How to request refresher UPCS Training before re-starting REAC physical inspections again
 - Survey Monkey has been added to REAC UPCS Training webpage for comments and suggestions to improve page (All replies are anonymous)
 - Upcoming LMS & classroom training have been put on hold until Phase II inspections can be scheduled

Upcoming Dine & Learns and the Subjects to be Covered

Upcoming Dine & Learns

Jan. 27, 2021 @ 7:00 pm (EST) – **Blocked Egress** by Brian Easthom

March 31, 2020 @ 7:00 pm (EST) – **How to Inspect a Unit**



UPCS Required Comments



Required Comments for the Rapid 4.0 software
Provided by the UPCS Training Team

Required Roof Comments to be Added to each Sampled Building Comment Field

- Roof access – all flat roof areas are accessible and were inspected
- Roof access – the flat roof is partially accessible (provide comments)
- Roof access – the flat roof is not accessible and was not inspected
- Roof access – the roof is pitched and does not require access

[Click Here: Inspector Notice No. 2018-01](#)

Comment Should Be Added to the Building Comment Box

Building Name * Building Number *

If the building cannot be inspected, select a reason:

Address/Contact Information

Line 1 * Line 2

City * State * Zip * -

Building Type * Construction Year * Number of Floors *

Unit Information

Expected Unit Count Status Units in Sample

Actual Unit Count *

Utilities Off? ☐ Electricity? Building Comments

Roof access – all flat roof areas are accessible and were inspected



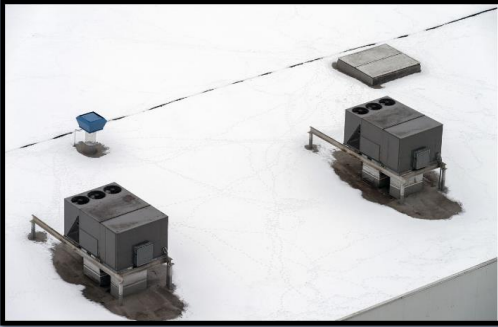
(A Flat roof that is accessible in all areas and was inspected)

Roof access – the flat roof is partially accessible (provide comments)



(This would be a flat roof that had areas that were inspectable along with areas that could not be accessed for inspection. Such as a roof with caged areas, etc.)

Roof access – the flat roof is not accessible and was not inspected



(Such as a flat roof covered in snow, roof access ladder missing, etc. That could not be accessed for Inspection)

Fixed access ladder is present, but the snow makes it a hazardous area to inspect.

Roof access – the roof is pitched and does not require access



(Such as a sloping roof design)

You are able to see the roof from ground level.

COXP M=0 W=0 NW=0;

(Comment must be worded exactly like this with the semicolon.)

Carbon Monoxide Comment is to be added to each Sampled Building comment box that has sampled Units, to keep a record of CO Detectors.

(Comment only required in structures with fuel fired appliances or equipment located anywhere in the structure)

This exact comment is required for tracking to retrieve data.

CO Comment should be added to the Building Comments Box

Building Name * Building Number *

If the building cannot be inspected, select a reason:

Address/Contact Information

Line 1 * Line 2

City * State * Zip * -

Building Type * Construction Year * Number of Floors *

Unit Information

Expected Unit Count Status Units in Sample

Actual Unit Count *

Utilities Off? ☐ Electricity? ☐

Building Comments

The “COXP M=0 W=0 NW=0;” totals should equal the number of units in the Sample Building (0s should be replaced with actual numbers of inspected Sample Units).

CO Detector Protocol Scenarios

YES – There are Fuel Fired/Burning Appliance(s) or Attached Garage Present in the Building and/or Unit in Scenarios 1,2,3,4:

Scenario # 1 - There is one **Group Home Building** containing 5 client rooms (5 sample units). There is one Carbon Monoxide detector present in each of 5 client rooms. All 5 CO detectors are functioning properly.

The building comments shall read: **COXP M=0 W=5 NW=0;**

Scenario # 2 - There is one **Semi-Detached** building containing one unit in your sample. You observe 3 CO detectors in that sample unit, and find one CO detector not working, but the other 2 are functioning as designed.

The building comments shall read: **COXP M=0 W=0 NW=1;**

Reason: The unit has a value of 1 regardless of how many CO detectors were observed

CO Detector Protocol Scenarios

Scenario # 3 - There is one **Elevator Structure** containing 10 total sample units. There is a fuel-fired appliance in the basement of the building. During the unit inspections the inspector observed 9 sample units containing one working CO detector in each of the 9 units and finds one sample unit with no CO detector.

The building comments shall read: **COXP M=1 W=9 NW=0;**

Scenario # 4 - There is one **Elevator Structure** containing 10 sample units. There is a fuel-fired appliance in the Common Area Laundry Room of the building. All the sample units you inspect are total electric. You observe no CO detectors in any of the sample units.

The building comments shall read: **COXP M=10 W=0 NW=0;**

Reason: There is a fuel-fired appliance in the sample building.

CO Detector Protocol Scenarios

NO – There are not any Fuel Fired/Burning Appliance(s) or Attached Garage Present in the Building and/or Unit in Scenario 5:

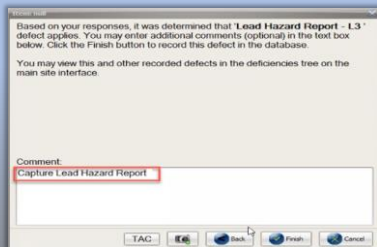
Scenario # 5 - There is a **Multifamily Walk-Up** Building containing 20 units total (12 sample units). The inspector did not observe any Fuel Fired/Burning Appliance(s) or Attached Garage Present in the Building and/or Unit(s):

No comments are entered regarding CO detectors

Notes: In all scenarios the values associated with each criterion must add up to the total number of sample units that were inspected. If a value is "0" the inspector must enter that as shown in above Scenarios 1-4.

Capture Lead Hazard Report

- After generating the sample go to Site, Hazards, Building 1, Lead Hazard Report, and Take Picture.
- Comment should be added in the description after taking a picture of the LBP Report page.
- Comment should say “Capture Lead Hazard Report”



Bed Bugs Comments

- No bed bugs reported
- Yes bed bugs reported

In the comment box on the Property Information tab, you will enter one of the above Comments:

The image shows two side-by-side screenshots of a web form titled 'Building & Unit Information'. Both screenshots display the same data tables and form fields, but differ in the selected value of the 'Property Comments' dropdown menu.

Building & Unit Information Data:

Building Count	Expected	Actual	Sampled
Residential	8	8	8
Common	0	1	1
Total	8	9	9

Unit Count	Expected	Actual	Sampled
Total	42	40	16

of Occupied Units: 35
Occupancy Rate: 88 % Insp. Vacant Units? No

Property Comments:

- Left Screenshot:** The dropdown menu is open, and 'No Bed Bugs Reported' is selected and highlighted with a red box.
- Right Screenshot:** The dropdown menu is open, and 'Yes Bed Bugs Reported' is selected and highlighted with a red box.

Buttons at the bottom: Record Area Measurements, Add Building, Save, Reset.

Bed Bugs Comments

If the comment reads *Yes Bed Bugs Reported*, you will need to add the following comments and obtain a TAC#. The comment must include the building and unit number.

Building & Unit Information

Bldg	Count	Expected	Actual	Sampled
Residential	8	8	8	8
Common	0	1	1	1
Total	8	9	9	9

Unit Count	Expected	Actual	Sampled
Total	42	40	16

of Occupied Units

Occupancy Rate 88 % Insp. Vacant Units? No

Property Comments

Yes Bed Bugs Reported B-1, U-204, B-2, U-306

Record TAC Information

Please provide details about your communication with the REAC Technical Assistance Center (TAC) to resolve issues pertaining to this inspection.

TAC Phone Number: 1-888-245-4860

ADD/VIEW

TAC Number 123489

TAC Reason Other

Comment Bed Bug Tact

Vacant Unit Inspected per MF 15 Percent Rule

Multifamily Housing: For all Multifamily Housing and Office of Healthcare Program properties, vacant units that are included in the random sample will not be inspected unless the property has a vacancy rate of 15% or more.

Unit Count	Expected	Actual	Sampled
Total	18	18	0

of Occupied Units

Occupancy Rate Insp. Vacant Units?

Unit Profile

Unit Profile

Sample Unit Number 1 Unit Number No. of Bedrooms

If unit cannot be inspected, select a reason:

Utilities Off?

☐ Electricity?

☐ Gas?

☐ Water?

Unit Comments

Reset Save

Question #1

True or False:

Roof access comments need to be added to all buildings regardless if they are in the Sample.

1. True
2. False

Question #1

True or False:

Roof access comments need to be added to all buildings regardless if they are in the Sample.

1. True
2. False

Only enter Roof Access Comments for buildings in your Sample.

Question #2

What must be added to the end of the COXP comments required for buildings that have fuel fired appliances or equipment?

1. .
2. :
3. /
4. ;

Question #2

What must be added to the end of the COXP comments required for buildings that have fuel fired appliances or equipment?

1. .
2. :
3. /
4. ;

Refer to Inspectors Notice No. 2018-01

Question #3

You will capture a picture of the Lead Hazard Report under ____.

1. Property Profile
2. Common Area
3. Building Systems
4. Site

Question #3

You will capture a picture of the Lead Hazard Report under ____.

1. Property Profile
2. Common Area
3. Building Systems
4. Site

Refer to Compilation Bulletin page 6, A-4

Question #4

If the vacancy rate of a Multifamily building is ____ % or more, all vacant units will be inspected.

1. 10
2. 5
3. 15
4. 20

Question #4

If the vacancy rate of a Multifamily building is ____ % or more, all vacant units will be inspected.

1. 10
2. 5
3. 15
4. 20

Refer to Compilation Bulletin page 28,J.1

Question #5

Bed bug information is entered into the _____ tab of the Rapid software.

1. Site
2. Property Information
3. Common Area
4. Unit

Question #5

Bed bug information is entered into the _____ tab of the Rapid software.

1. Site
2. **Property Information**
3. Common Area
4. Unit