

Heating, Ventilation, and Air Conditioning (HVAC)

Definition:	Heating:	A system consisting of a heat source and method of distribution designed to heat the surrounding air and area.
	Ventilation:	A method of air distribution by air ducts to transfer air from one location to another. Air can be distributed passively or forced.
	Air Conditioning:	A system consisting of a cooling source and method of distribution designed to heat the surrounding air and area.

Name Variants: air conditioner, a/c, central air and heat, chiller, furnace

Most Common Materials: metal, plastic

Most Common Components: thermostat, condenser, furnace, supply registers/vents, ducts, air handler, radiant/convection heating covers

Location and Inspection of HVAC

Abilities or Knowledge Needed:	- Visual acuity for location & inspection - Mobility for access to all areas of the property - Understanding of item's components
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Tools for Location & Inspection	Useful:	flashlight
	Required:	none

Common Locations:	Unit:	living room, bedroom, kitchen, bathroom, closet,
	Inside:	any indoor common area (e.g. hall, bath, kitchen, office, exercise room, etc.)

How to Locate:	Visual Observation:	Look for HVAC components along walls, floors, ceilings, baseboards, and windows.
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Possible Deficiencies:	Deficiency 1:	Heat source is missing
	Deficiency 2:	Heating or air conditioning system or device is not operational
	Deficiency 3:	Heating system or device fueled by combustion has misaligned, disconnected, damaged, blocked, or missing exhaust vent
	Deficiency 4:	Heating system or device is leaking
	Deficiency 5:	Baseboard heating system or device is missing cover

Deficiency 1: Heat source is missing

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Increases likelihood that tenant may be exposed to dangerously cold temperatures. Increases likelihood that tenant may try to provide heat via other unsafe means such as space heaters, ovens, and open fires.
	Operability:	Prevents proper use of heating device/system.
	Cost:	Repair is significant enough to incur capital cost.

Health and Safety:	Standard:	This is a standard health and safety issue requiring a correction, remedy, or act of abatement within 30 days.
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How to Inspect:	Visual Observation:	Look for permanent heating source—such as a radiator, radiant baseboard, or access panel to a central air system—is provided and installed by the property for that unit.
	Please note:	Space heaters should not be used as a primary source of heat.

Record deficiency if:	no permanent heating source is found within unit.
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Deficiency 2: Heating or air conditioning system or device is not operational

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Increases likelihood that tenant may be exposed to dangerously cold temperatures. Increases likelihood that tenant may try to provide heat via other unsafe means such as space heaters, ovens, and open fires.
	Operability:	Prevents proper use of heating or air conditions system or device.
	Cost:	Repair is significant enough to incur capital cost
Health and Safety:	Standard:	This is a standard health and safety issue requiring a correction, remedy, or act of abatement within 30 days.
How to Inspect:	Visual Observation:	Look for heating or cooling system device—such as a radiator, radiant baseboard, window unit, or access panel to a central air system—and determine if it is on.
	Request for Help:	Ask—if such a system or device is present and is not on—the POA representative to turn the system or device on.
	Audio Observation:	Listen—if the system or device typically makes a sound once engaged—to hear if the system or device powers on.
	Action:	Place hand near system or device’s heating or cooling element (or air vent if the unit has window unit or accesses a central air system) to feel for heated or cooled air.
Record deficiency if:	system or device does not turn on, or heating system device produces only cold/room temperature air, or cooling system device produces only hot/room temperature air.	

Deficiency 3: Heating system or device fueled by combustion has misaligned, disconnected, damaged, blocked, or missing exhaust vent

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Increases likelihood of exposure to combustion gases resulting in health issues including headaches, difficulty breathing, nausea, drowsiness, fatigue or even death.
Health and Safety	Severe:	This is a life-threatening or severe health and safety issue requiring a 24-hour repair, correction, or act of abatement.
How to Inspect:	Request for Info:	Ask the POA representative if the unit is heated by a fuel-fired device. If not, disregard this deficiency. If so, continue these steps.
	Visual Observation:	Look at system or device to confirm exhaust vent is present, properly connected through to the ceiling or wall, and free of any holes or blockage due to bending, warping, collapse, or foreign material.
Record deficiency if:	exhaust vent is missing, improperly connected through to the ceiling or wall, or has holes or blockage due to bending, warping, collapse, or foreign material.	

Deficiency 4: Heating system or device is leaking

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Increases likelihood of dampness or condensation in unintended areas/spaces leading to potential mold growth and possible respiratory issues. Increases likelihood of burn incident if resident comes into contact with hot liquid or steam.
	Operability:	Prevents proper use of heating system or device.
Health and Safety:	Standard:	This is a standard health and safety issue requiring a correction, remedy, or act of abatement within 30 days.
How to Inspect:	Visual Observation:	Look at heating system or device and surrounding area of evidence of leaks such as water stains, puddles, dripping water, or water damage on the floors or walls. If not, disregard this deficiency. If so, continue these steps.
	Request for Help:	Ask—if evidence of leaks is present but there is no dampness, water, or system or device is not actively leaking—the POA representative to turn the system on.
	Visual Observation:	Look at area of system nearest the evidence of leaks for approximately 5 minutes while the system or device is engaged to check for leaks.
Record deficiency if:	leaking from system or device is observed or evidence of a leak such dampness or water is present.	

Deficiency 5: Baseboard heating system or device is missing cover

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Increases the likelihood of burns and cuts to resident due to heating elements and sharp edges being exposed.
Health and Safety:	Standard:	This is a standard health and safety issue requiring a correction, remedy, or act of abatement within 30 days.
How to Inspect:	Visual Observation:	Look—if present—at baseboard heating system and confirm covers are present.
Record deficiency if:	cover is missing.	