

**TITLE:** HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)  
**VERSION:** V3.0  
**DATE PUBLISHED:** 06/20/23

**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 cool the surrounding air and area.

**PURPOSE:** Provide thermal comfort and acceptable indoor air quality.

**COMMON COMPONENTS:** Thermostat; Condenser; Furnace; Supply registers or vents; Ducts; Air handler; Radiant or convection heating covers; Boiler; Evaporative cooler; Thermocouple; Gas shutoff valve

**LOCATION:**

<input checked="" type="checkbox"/>	Unit	Living room, bedroom, kitchen, bathroom, closet
<input checked="" type="checkbox"/>	Inside	Any indoor common area (e.g., hall, bath, kitchen, office, exercise room, etc.)
<input type="checkbox"/>	Outside	None

**MORE INFORMATION:** None

**DEFICIENCY 1:** The inspection date is on or between October 1 and March 31 and the permanently installed heating source is not working or the permanently installed heating source is working and the interior temperature is below 64 degrees Fahrenheit.

**LOCATION:**  Unit – Affirmative Habitability Requirement

**DEFICIENCY 2:** The inspection date is on or between October 1 and March 31 and the permanently installed heating source is working and the interior temperature is 64 to 67.9 degrees Fahrenheit.

**LOCATION:**  Unit – Affirmative Habitability Requirement

**DEFICIENCY 3:** Air conditioning system or device is not operational.

**LOCATION:**  Unit  Inside

**DEFICIENCY 4:** Unvented space heater that burns gas, oil, or kerosene is present.

**LOCATION:**  Unit – Affirmative Habitability Requirement  Inside – Affirmative Habitability Requirement

**DEFICIENCY 5:** Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.

**LOCATION:**  Unit  Inside

**DEFICIENCY 6:** Heating system or device safety shield is damaged or missing.

**LOCATION:**  Unit  Inside

DEFICIENCY 7: The inspection date is on or between April 1 and September 30 and a permanently installed heating source is damaged, inoperable, missing, or not installed.

LOCATION:  Unit – Affirmative Habitability Requirement  Inside

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DEFICIENCY 8: Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.

LOCATION:  Unit  Inside  Outside

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DEFICIENCY 9: The inspection date is on or between October 1 and March 31 and the permanently installed heating source is inoperable.

LOCATION:  Inside – Affirmative Habitability Requirement

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**DEFICIENCY I — UNIT:** THE INSPECTION DATE IS ON OR BETWEEN OCTOBER 1 AND MARCH 31 AND AFFIRMATIVE HABITABILITY REQUIREMENT  
 THE PERMANENTLY INSTALLED HEATING SOURCE IS NOT WORKING OR THE  
 PERMANENTLY INSTALLED HEATING SOURCE IS WORKING AND THE INTERIOR  
 TEMPERATURE IS BELOW 64 DEGREES FAHRENHEIT.

**DEFICIENCY CRITERIA:** The inspection date is on or between October 1 and March 31.  
 AND  
 The permanently installed heating source is not working.  
 OR  
 The permanently installed heating source is working and the interior temperature is below 64 degrees Fahrenheit.

**HEALTH AND SAFETY DETERMINATION:** Life-Threatening The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 24 hours

**INSPECTION PROCESS:**

- OBSERVATION:**
- Determine if the permanently installed heating source is working.
  - Identify each interior room that has an exterior wall.
- REQUEST FOR HELP:**
- Ask the resident or POA to engage the permanently installed heating source.
- ACTION:**
- Using an ambient thermometer, measure the interior air temperature three (3) feet above the floor and two (2) feet from an exterior wall.
- MORE INFORMATION:**
- A permanently installed heating source is:
    - one that is installed and self-fueled.
    - permanently affixed within the unit or building.
    - safely connected to the unit or building electrical system.
    - thermostatically controlled by the unit or building.
  - A permanently installed heating source may:
    - include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
    - have an electric, gas, or oil energy source.
  - A permanently installed heating source may not be:
    - cooking appliances.
    - portable space heaters.
    - fireplaces or wood stoves.
    - This deficiency does not apply to:
      - mechanical rooms or closets.
      - Hawaii, Puerto Rico, Guam, American Samoa, US Virgin Islands, Commonwealth of Northern Mariana Islands.

**DEFICIENCY 2 — UNIT:** THE INSPECTION DATE IS ON OR BETWEEN OCTOBER 1 AND MARCH 31 AND AFFIRMATIVE HABITABILITY REQUIREMENT  
 THE PERMANENTLY INSTALLED HEATING SOURCE IS WORKING AND THE INTERIOR  
 TEMPERATURE IS 64 TO 67.9 DEGREES FAHRENHEIT.

**DEFICIENCY CRITERIA:** The inspection date is on or between October 1 and March 31.  
 AND  
 The permanently installed heating source is working and the interior temperature is 64 to 67.9 degrees Fahrenheit.

**HEALTH AND SAFETY DETERMINATION:** Severe The Severe category includes deficiencies that, if evident in the home or on the property, present a high risk of permanent disability, or serious injury or illness, to a resident; or the physical security or safety of a resident or their property would be seriously compromised.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 30 days

**INSPECTION PROCESS:**

- OBSERVATION:**
- Determine if the permanently installed heating is working.
  - Identify each interior room that has an exterior wall.
- REQUEST FOR HELP:**
- Ask the resident or POA to engage the permanently installed heating source.
- ACTION:**
- Using an ambient thermometer, measure the interior air temperature three (3) feet above the floor and two (2) feet from an exterior wall.
- MORE INFORMATION:**
- A permanently installed heating source is:
    - one that is installed and self-fueled.
    - permanently affixed within the unit or building.
    - safely connected to the unit or building electrical system.
    - thermostatically controlled by the unit or building.
  - A permanently installed heating source may:
    - include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
    - have an electric, gas, or oil energy source.
  - A permanently installed heating source may not be:
    - cooking appliances.
    - portable space heaters.
    - fireplaces or wood stoves.
    - This deficiency does not apply to:
      - mechanical rooms or closets.
      - Hawaii, Puerto Rico, Guam, American Samoa, US Virgin Islands, Commonwealth of Northern Mariana Islands.

**DEFICIENCY 3 — UNIT: AIR CONDITIONING SYSTEM OR DEVICE IS NOT OPERATIONAL.**

**DEFICIENCY CRITERIA:** System or device does not turn on.  
 OR  
 System or device only produces hot or room temperature air.

**HEALTH AND SAFETY DETERMINATION:** Moderate      The Moderate Health and Safety category includes deficiencies that, if evident in the home or on the property, present a moderate risk of an adverse medical event requiring a healthcare visit; cause temporary harm; or if left untreated, cause or worsen a chronic condition that may have long-lasting adverse health effects; or that the physical security or safety of a resident or their property could be compromised.

**CORRECTION TIMEFRAME:** 30 days

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 30 days

**INSPECTION PROCESS:**

- OBSERVATION:**
- Look for the cooling system or device (e.g., a window unit or access panel to a central air system) and determine if it is on.
  - Listen to hear if the system or device powers on following a request to the POA.
- REQUEST FOR HELP:**
- If present and not on, ask the resident or POA to turn the system or device on.
- ACTION:**
- Place your hand near the system or device to feel for cooled air.
- MORE INFORMATION:**
- None

**DEFICIENCY 3 — INSIDE: AIR CONDITIONING SYSTEM OR DEVICE IS NOT OPERATIONAL.**

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**DEFICIENCY CRITERIA:** System or device does not turn on.  
OR  
System or device only produces hot or room temperature air.

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**HEALTH AND SAFETY DETERMINATION:** Low Deficiencies critical to habitability but not presenting a substantive health or safety risk to resident.

**CORRECTION TIMEFRAME:** 60 days

**HCV PASS / FAIL:** Pass

**HCV CORRECTION TIMEFRAME:** N/A

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**INSPECTION PROCESS:**

- OBSERVATION:**
- Look for the cooling system or device (e.g., a window unit or access panel to a central air system) and determine if it is on.
  - Listen to hear if the system or device powers on following a request to the POA.
- REQUEST FOR HELP:**
- If present and not on, ask the POA to turn the system or device on.
- ACTION:**
- Place your hand near the system or device to feel for cooled air.
- MORE INFORMATION:**
- None
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**DEFICIENCY 4 — UNIT:**                      **UNVENTED SPACE HEATER THAT BURNS GAS, OIL, OR KEROSENE IS PRESENT.**                      **AFFIRMATIVE HABITABILITY REQUIREMENT**

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**DEFICIENCY CRITERIA:**                      Unvented space heater that burns gas, oil, or kerosene is present.

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**HEALTH AND SAFETY DETERMINATION:**    Life-Threatening                      The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

**CORRECTION TIMEFRAME:**                      24 hours

**HCV PASS / FAIL:**                                      Fail

**HCV CORRECTION TIMEFRAME:**                      24 hours

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**INSPECTION PROCESS:**

**OBSERVATION:**                      - Visually inspect the space heater to verify if vent is present.

**REQUEST FOR HELP:**                      - Ask the resident or POA if the Unit is heated by a fuel burning device.

**ACTION:**    - None

**MORE INFORMATION:**                      - None

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DEFICIENCY 4 — INSIDE: UNVENTED SPACE HEATER THAT BURNS GAS, OIL, OR KEROSENE IS PRESENT. AFFIRMATIVE HABITABILITY REQUIREMENT

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DEFICIENCY CRITERIA: Unvented space heater that burns gas, oil, or kerosene is present.

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HEALTH AND SAFETY DETERMINATION: Life-Threatening      The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

CORRECTION TIMEFRAME: 24 hours

HCV PASS / FAIL: Fail

HCV CORRECTION TIMEFRAME: 24 hours

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INSPECTION PROCESS:

OBSERVATION: - Visually inspect the space heater to verify if vent is present.

REQUEST FOR HELP: - Ask the POA if the Inside is heated by a fuel burning device.

ACTION: - None

MORE INFORMATION: - None

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**DEFICIENCY 5 — UNIT:** COMBUSTION CHAMBER COVER OR GAS SHUTOFF VALVE IS MISSING FROM A FUEL BURNING HEATING APPLIANCE.

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**DEFICIENCY CRITERIA:** Combustion chamber cover or gas shutoff valve is missing (i.e., evidence of prior installation, but is now not present or is incomplete) from a fuel burning heating appliance.

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**HEALTH AND SAFETY DETERMINATION:** Life-Threatening      The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 24 hours

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**INSPECTION PROCESS:**

**OBSERVATION:** - Visually inspect the fuel burning heating appliance for evidence that a combustion chamber cover or gas shutoff valve was previously installed and is now not present or is incomplete.

**REQUEST FOR HELP:** - If unable to locate, ask the resident or POA to identify the location of the fuel burning heating appliance.

**ACTION:** - None

**MORE INFORMATION:** - None

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**DEFICIENCY 5 — INSIDE:** COMBUSTION CHAMBER COVER OR GAS SHUTOFF VALVE IS MISSING FROM A FUEL BURNING HEATING APPLIANCE.

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**DEFICIENCY CRITERIA:** Combustion chamber cover or gas shutoff valve is missing (i.e., evidence of prior installation, but is now not present or is incomplete) from a fuel burning heating appliance.

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**HEALTH AND SAFETY DETERMINATION:** Life-Threatening      The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 24 hours

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**INSPECTION PROCESS:**

**OBSERVATION:** - Visually inspect the fuel burning heating appliance for evidence that a combustion chamber cover or gas shutoff valve was previously installed and is now not present or is incomplete.

**REQUEST FOR HELP:** - If unable to locate, ask the POA to identify the location of the fuel burning heating appliance.

**ACTION:** - None

**MORE INFORMATION:** - None

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**DEFICIENCY 6 — UNIT:** HEATING SYSTEM OR DEVICE SAFETY SHIELD IS DAMAGED OR MISSING.

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**DEFICIENCY CRITERIA:** Heating system or device safety shield is damaged (i.e., visibly defective; impacts functionality) or missing (i.e., evidence of prior installation, but is now not present or is incomplete).

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**HEALTH AND SAFETY DETERMINATION:** Severe      The Severe category includes deficiencies that, if evident in the home or on the property, present a high risk of permanent disability, or serious injury or illness, to a resident; or the physical security or safety of a resident or their property would be seriously compromised.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 30 days

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**INSPECTION PROCESS:**

- OBSERVATION:**
- Visually inspect for any damage to the safety shield.
  - Visually inspect for evidence that a safety shield was previously installed and is now not present or is incomplete.
- REQUEST FOR HELP:** - None
- ACTION:** - None
- MORE INFORMATION:** - None
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**DEFICIENCY 6 — INSIDE:** HEATING SYSTEM OR DEVICE SAFETY SHIELD IS DAMAGED OR MISSING.

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**DEFICIENCY CRITERIA:** Heating system or device safety shield is damaged (i.e., visibly defective; impacts functionality) or missing (i.e., evidence of prior installation, but is now not present or is incomplete).

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**HEALTH AND SAFETY DETERMINATION:** Severe      The Severe category includes deficiencies that, if evident in the home or on the property, present a high risk of permanent disability, or serious injury or illness, to a resident; or the physical security or safety of a resident or their property would be seriously compromised.

**CORRECTION TIMEFRAME:** 24 hours  
**HCV PASS / FAIL:** Fail  
**HCV CORRECTION TIMEFRAME:** 30 days

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**INSPECTION PROCESS:**

- OBSERVATION:**
- Visually inspect for any damage to the safety shield.
  - Visually inspect for evidence that a safety shield was previously installed and is now not present or is incomplete.
- REQUEST FOR HELP:** - None
- ACTION:** - None
- MORE INFORMATION:** - None
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**DEFICIENCY 7 — UNIT:** THE INSPECTION DATE IS ON OR BETWEEN APRIL 1 AND SEPTEMBER 30 AND A PERMANENTLY INSTALLED HEATING SOURCE IS DAMAGED, INOPERABLE, MISSING, OR NOT INSTALLED. **AFFIRMATIVE HABITABILITY REQUIREMENT**

**DEFICIENCY CRITERIA:** The inspection date is on or between April 1 and September 30.  
 AND  
 A permanently installed heating source is damaged (i.e., visibly defective; impacts functionality).  
 OR  
 A permanently installed heating source is inoperable (i.e., not meeting function or purpose, with or without visible damage).  
 OR  
 A permanently installed heating source is missing (i.e., evidence of prior installation, but is now not present or is incomplete).  
 OR  
 A permanently installed heating source is not installed.

**HEALTH AND SAFETY DETERMINATION:** Moderate      The Moderate Health and Safety category includes deficiencies that, if evident in the home or on the property, present a moderate risk of an adverse medical event requiring a healthcare visit; cause temporary harm; or if left untreated, cause or worsen a chronic condition that may have long-lasting adverse health effects; or that the physical security or safety of a resident or their property could be compromised.

**CORRECTION TIMEFRAME:** 30 days

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 30 days

**INSPECTION PROCESS:**

- OBSERVATION:**
- Determine if a permanently installed heating source is present.
  - If present, visually inspect to identify any damage.
  - Determine if the permanently installed heating is working.
- REQUEST FOR HELP:**
- Ask the resident or POA to engage the permanently installed heating source.
- ACTION:**
- None
- MORE INFORMATION:**
- A permanently installed heating source is:
    - one that is installed and self-fueled.
    - permanently affixed within the unit or building.
    - safely connected to the unit or building electrical system.
    - thermostatically controlled by the unit or building.
  - A permanently installed heating source may:
    - include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
    - have an electric, gas, or oil energy source.
  - A permanently installed heating source may not be:
    - cooking appliances.
    - portable space heaters.

- fireplaces or wood stoves.
  - This deficiency does not apply to:
    - mechanical rooms or closets.
    - Hawaii, Puerto Rico, Guam, American Samoa, US Virgin Islands, Commonwealth of Northern Mariana Islands.
  - If a heat pump system is operating in the air conditioning mode, then do not test the heat mode.
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**DEFICIENCY 7 — INSIDE:** THE INSPECTION DATE IS ON OR BETWEEN APRIL 1 AND SEPTEMBER 30 AND A PERMANENTLY INSTALLED HEATING SOURCE IS DAMAGED, INOPERABLE, MISSING, OR NOT INSTALLED.

**DEFICIENCY CRITERIA:** The inspection date is on or between April 1 and September 30.  
 AND  
 A permanently installed heating source is damaged (i.e., visibly defective; impacts functionality).  
 OR  
 A permanently installed heating source is inoperable (i.e., not meeting function or purpose, with or without visible damage).  
 OR  
 A permanently installed heating source is missing (i.e., evidence of prior installation, but is now not present or is incomplete).  
 OR  
 A permanently installed heating source is not installed.

**HEALTH AND SAFETY DETERMINATION:** Moderate      The Moderate Health and Safety category includes deficiencies that, if evident in the home or on the property, present a moderate risk of an adverse medical event requiring a healthcare visit; cause temporary harm; or if left untreated, cause or worsen a chronic condition that may have long-lasting adverse health effects; or that the physical security or safety of a resident or their property could be compromised.

**CORRECTION TIMEFRAME:** 30 days  
**HCV PASS / FAIL:** Fail  
**HCV CORRECTION TIMEFRAME:** 30 days

**INSPECTION PROCESS:**

**OBSERVATION:**

- Determine if a permanently installed heating source is present.
- If present, visually inspect to identify any damage.
- Determine if the permanently installed heating is working.

**REQUEST FOR HELP:**

- Ask the POA to engage the permanently installed heating source.

**ACTION:**

- None

**MORE INFORMATION:**

- A permanently installed heating source is:
  - one that is installed and self-fueled.
  - permanently affixed within the unit or building.
  - safely connected to the unit or building electrical system.
  - thermostatically controlled by the unit or building.
- A permanently installed heating source may:
  - include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
  - have an electric, gas, or oil energy source.
- A permanently installed heating source may not be:
  - cooking appliances.
  - portable space heaters.
  - fireplaces or wood stoves.

- This deficiency does not apply to:
  - mechanical rooms or closets.
  - Hawaii, Puerto Rico, Guam, American Samoa, US Virgin Islands, Commonwealth of Northern Mariana Islands.
  - If a heat pump system is operating in the air conditioning mode, then do not test the heat mode.
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**DEFICIENCY 8 — UNIT:** FUEL BURNING HEATING SYSTEM OR DEVICE EXHAUST VENT IS MISALIGNED, BLOCKED, DISCONNECTED, IMPROPERLY CONNECTED, DAMAGED, OR MISSING.

**DEFICIENCY CRITERIA:** Fuel burning heating system or device is present.  
 AND  
 Exhaust vent is misaligned, blocked, disconnected, or improperly connected through to the ceiling or wall.  
 OR  
 Exhaust vent is damaged (i.e., visibly defective; impacts functionality).  
 OR  
 Exhaust vent is missing (i.e., evidence of prior installation, but now not present or is incomplete).

**HEALTH AND SAFETY DETERMINATION:** Life-Threatening      The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 24 hours

**INSPECTION PROCESS:**

- OBSERVATION:**
- Look at fuel burning heating system or device to confirm exhaust vent is:
    - Properly connected through to the ceiling or wall; and
    - Free of any holes or blockage due to bending, warping, collapse, or foreign material.
  - Check for exhaust vent cap.
  - Verify exhaust vent has no downward slope.
- REQUEST FOR HELP:** - Ask the resident or POA if the Unit is heated by a fuel burning device.
- ACTION:** - None
- MORE INFORMATION:** - Metal tape is not a substitute for improperly connected flue vents.

**DEFICIENCY 8 — INSIDE:** FUEL BURNING HEATING SYSTEM OR DEVICE EXHAUST VENT IS MISALIGNED, BLOCKED, DISCONNECTED, IMPROPERLY CONNECTED, DAMAGED, OR MISSING.

**DEFICIENCY CRITERIA:** Fuel burning heating system or device is present.  
 AND  
 Exhaust vent is misaligned, blocked, disconnected, or improperly connected through to the ceiling or wall.  
 OR  
 Exhaust vent is damaged (i.e., visibly defective; impacts functionality).  
 OR  
 Exhaust vent is missing (i.e., evidence of prior installation, but now not present or is incomplete).

**HEALTH AND SAFETY DETERMINATION:** Life-Threatening      The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 24 hours

**INSPECTION PROCESS:**

- OBSERVATION:**
- Look at fuel burning heating system or device to confirm exhaust vent is:
    - Properly connected through to the ceiling or wall; and
    - Free of any holes or blockage due to bending, warping, collapse, or foreign material.
  - Check for exhaust vent cap.
  - Verify exhaust vent has no downward slope.
- REQUEST FOR HELP:** - Ask the POA if the Inside is heated by a fuel burning device.
- ACTION:** - None
- MORE INFORMATION:** - Metal tape is not a substitute for improperly connected flue vents.

**DEFICIENCY 8 — OUTSIDE:** FUEL BURNING HEATING SYSTEM OR DEVICE EXHAUST VENT IS MISALIGNED, BLOCKED, DISCONNECTED, IMPROPERLY CONNECTED, DAMAGED, OR MISSING.

**DEFICIENCY CRITERIA:** Fuel burning heating system or device is present.  
 AND  
 Exhaust vent is misaligned, blocked, disconnected, or improperly connected through to the ceiling or wall.  
 OR  
 Exhaust vent is damaged (i.e., visibly defective; impacts functionality).  
 OR  
 Exhaust vent is missing (i.e., evidence of prior installation, but now not present or is incomplete).

**HEALTH AND SAFETY DETERMINATION:** Life-Threatening      The Life-Threatening category includes deficiencies that, if evident in the home or on the property, present a high risk of death to resident.

**CORRECTION TIMEFRAME:** 24 hours

**HCV PASS / FAIL:** Fail

**HCV CORRECTION TIMEFRAME:** 24 hours

**INSPECTION PROCESS:**

- OBSERVATION:**
- Look at fuel burning heating system or device to confirm exhaust vent is:
    - Properly connected through to the ceiling or wall; and
    - Free of any holes or blockage due to bending, warping, collapse, or foreign material.
  - Check for exhaust vent cap.
  - Verify exhaust vent has no downward slope.
- REQUEST FOR HELP:** - Ask the POA if the Inside is heated by a fuel burning device.
- ACTION:** - None
- MORE INFORMATION:** - Metal tape is not a substitute for improperly connected flue vents.

