

**TITLE:** WINDOW  
**VERSION:** V3.0  
**DATE PUBLISHED:** 06/20/23

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**DEFINITION:** Opening in a wall or roof of a building that is fitted with glass or other material.

**PURPOSE:** Protect from the elements, bugs, insects, or debris, permit illumination within the interior space, permit visual access between spaces, and may provide ventilation.

**COMMON COMPONENTS:** Screen; Weather stripping; Frame; Balance; Header; Sill; Pane; Jambs; Glass; Sash; Jamb liner; Rail

**LOCATION:**

<input checked="" type="checkbox"/>	Unit	Throughout the Unit.
<input checked="" type="checkbox"/>	Inside	Throughout the Inside.
<input type="checkbox"/>	Outside	None

**MORE INFORMATION:** A window that is part of a door assembly should be evaluated under the Door — General standard, Door — Entry standard, or Door — Fire Labeled standard, respectively.

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

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**DEFICIENCY 2:** Window cannot be secured.  
**LOCATION:** ☒ Unit ☒ Inside

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**DEFICIENCY 3:** Window will not close.  
**LOCATION:** ☒ Unit ☒ Inside

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**DEFICIENCY 4:** Window component is damaged or missing and the window is not functionally adequate.  
**LOCATION:** ☒ Unit ☒ Inside

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**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 or item.

**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:** - Once opened, determine if the window will stay open without the use of a tool or item.

**REQUEST FOR HELP:** - None

**ACTION:** - Unlock and open the window fully by lifting, sliding, or cranking.  
 - Step back from the window.  
 - Following evaluation, close and lock the window.

**MORE INFORMATION:** - If the window is not designed to open, then disregard this deficiency.  
 - If a permanently installed window-mounted air conditioner is present, then disregard this deficiency.  
 - If the window serves as a rescue opening or provides a means of egress from a building to the public way or from the unit to the exit access, then it should be evaluated under the Egress standard.

**DEFICIENCY I — INSIDE: WINDOW WILL NOT OPEN OR STAY OPEN.**

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**DEFICIENCY CRITERIA:** Window will not open.  
 OR  
 Once opened, window will not stay open without the use of a tool or item.

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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:** - Once opened, determine if the window will stay open without the use of a tool or item.

**REQUEST FOR HELP:** - None

**ACTION:** - Unlock and open the window fully by lifting, sliding, or cranking.  
 - Step back from the window.  
 - Following evaluation, close and lock the window.

**MORE INFORMATION:** - If the window is not designed to open, then disregard this deficiency.  
 - If a permanently installed window-mounted air conditioner is present, then disregard this deficiency.  
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**DEFICIENCY 2 — UNIT: WINDOW CANNOT BE SECURED.**

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**DEFICIENCY CRITERIA:** Window cannot be secured (i.e., access controlled) by at least 1 installed lock.

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**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

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**INSPECTION PROCESS:**

- OBSERVATION:** - Visually inspect each window to determine if a lock is present.
  - REQUEST FOR HELP:** - None
  - ACTION:** - With the window closed, engage the lock.
  - MORE INFORMATION:** - Examples of window locks that are not acceptable include:
    - Stick/wooden dowel
    - Other devices that are not attached to the window assembly
  - If the window is not designed to have a lock, then it should not be evaluated under this deficiency.
  - If a permanently installed window-mounted air conditioner is present, then disregard this deficiency.
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**DEFICIENCY 2 — INSIDE: WINDOW CANNOT BE SECURED.**

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**DEFICIENCY CRITERIA:** Window cannot be secured (i.e., access controlled) by at least 1 installed lock.

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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:** - Visually inspect each window to determine if a lock is present.
  - REQUEST FOR HELP:** - None
  - ACTION:** - With the window closed, engage the lock.
  - MORE INFORMATION:** - Examples of window locks that are not acceptable include:
    - Stick/wooden dowel
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DEFICIENCY 3 — UNIT: WINDOW WILL NOT CLOSE.

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DEFICIENCY CRITERIA: The window will not close.

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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: - None

REQUEST FOR HELP: - None

ACTION: - Open the window and attempt to close.

More Information: - If a permanently installed window-mounted air conditioner is present, then disregard this deficiency.

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DEFICIENCY 3 — INSIDE: WINDOW WILL NOT CLOSE.

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DEFICIENCY CRITERIA: The window will not close.

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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

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INSPECTION PROCESS:

OBSERVATION: - None

REQUEST FOR HELP: - None

ACTION: - Open the window and attempt to close.

More Information: - If a permanently installed window-mounted air conditioner is present, then disregard this deficiency.

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**DEFICIENCY 4 — UNIT:** WINDOW COMPONENT IS DAMAGED OR MISSING AND THE WINDOW IS NOT FUNCTIONALLY ADEQUATE.

**DEFICIENCY CRITERIA:** Any portion of a visually accessible (i.e., can be reasonably accessed and observed) window component is damaged (i.e., visibly defective) and the window is not functionally adequate (i.e., cannot protect from the elements, bugs, or debris, permit illumination within the interior space, or permit visual access between spaces).

OR

Any portion of a visually accessible (i.e., can be reasonably accessed and observed) window component is missing (i.e., evidence of prior installation, but is now not present or is incomplete) and the window is not functionally adequate (i.e., cannot protect from the elements, bugs, or debris, permit illumination within the interior space, or permit visual access between spaces).

OR

A visually accessible (i.e., can be reasonably accessed and observed) window screen has a hole, tear, or cut that is 1 inch or greater.

**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:**
- Visually inspect each window to determine if any component is damaged or missing.
  - Visually inspect each window to determine if the window screen has a hole, tear, or cut.

- REQUEST FOR HELP:**
- None

- ACTION:**
- If present, measure the hole, tear, or cut on the window screen.

- MORE INFORMATION:**
- Examples of damaged or missing components that may impact the window's functional adequacy may include, but are not limited to:
    - Weather stripping or seal
    - Sill
    - Pane or sash
    - Framing or casing
  - Condensation that is present due to a failed window seal should not be evaluated.



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