

TITLE: States the title of the standard
VERSION: States the version of the standard (e.g., VI.3)
DATE PUBLISHED: Lists the date the version of the standard was published (e.g., 7/31/20)

DEFINITION: Defines the standard
PURPOSE: States the function, use, or purpose the item serves in the built environment, if applicable (i.e., if the standard refers to an item)
NAME VARIANTS: Lists other possible names that refer to the item
COMMON MATERIALS: Lists the most common materials that make up the item (e.g., wood, metal)
COMMON COMPONENTS: Lists the most common components that make up the item (e.g., shower head, faucet, drain)
LOCATION: **Unit** This box is selected if the applicable inspectable area is within the unit
 Inside This box is selected if the applicable inspectable area is within the interior area, but not the unit itself (e.g., common areas)
 Outside This box is selected if the applicable inspectable area is outside the dwelling
MORE INFORMATION: States additional information that is relevant to the item

DEFICIENCY 1: Lists the deficiency applicable to the standard. Below, the boxes are selected to define whether the specific deficiency applies to the Unit, Inside, or Outside inspectable areas.
LOCATION: Unit Inside Outside

DEFICIENCY I — UNIT: States the name and location of the deficiency applicable to the standard corresponding to the numbered deficiency list on the previous page

DEFICIENCY CRITERIA: Lists the criteria needed to be considered for the deficiency

HEALTH AND SAFETY DETERMINATION: States the health and safety determination applicable to the deficiency (e.g., standard, life-threatening, etc.)

Briefly describes the health and safety determination, depending on whether it is standard, life-threatening, severe non-life-threatening, or nonapplicable based on function and operability or condition and appearance

CORRECTION TIMEFRAME: Lists the timeframe for correction (e.g., 30 days, 24 hours)

HCV — CORRECTION TIMEFRAME: Lists the timeframe for correction under the Housing Choice Voucher (HCV) program

RATIONALE:

CODE	CATEGORY	TYPE	DESCRIPTION	EXPLANATION
Lists the rationale code applicable to the deficiency (see Appendix A)	Lists the category of the applicable rationale code (e.g., health, safety, sanitary, privacy, etc.)	Lists whether the rationale is direct or indirect with respect to its effect	Provides a description for the rationale code listed	Provides an explanation as to why the selected rationale applies to the deficiency

INSPECTION PROCESS: Describes the process for inspecting the deficiency

OBSERVATION: - States how to observe the deficiency

REQUEST FOR HELP: - States when to ask for assistance regarding the deficiency (e.g., if a test button is over 8 feet high)

ACTION: - States the action needed to be taken when the deficiency is observed

More Information: - Lists any additional information needed for evaluating the deficiency

TOOLS OR EQUIPMENT:

REQUIRED: - Lists tools or equipment that is required when evaluating the deficiency

USEFUL: - Lists tools or equipment that is useful when evaluating the deficiency

Appendix A: Rationale Codes and Descriptions

CODE	CATEGORY	DESCRIPTION
R1	Health	Condition could affect resident's mental, or physical, or psychological state.
R2	Safety	Resident could be injured because of this condition — see HHRS Appendix B, 4 clauses.
R3	Sanitary	Special sub-set of health hazards related to hygiene. Resident cannot clean or dispose of waste or does not have clean drinking water.
R4	Security	Resident cannot control access to unit or property because of this condition.
R5	Privacy	Condition limits the resident's reasonable expectation of privacy in their dwelling.
R6	Usability or Operability of Fixtures	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.
R7	Increased Monetary Impact to Resident	Resident would incur additional costs because of this condition.
M1	Corrective Maintenance	It is reasonable to expect a tenant to report this deficiency, and for facilities management to prioritize a work order response to fix that deficiency.
M2	Routine Maintenance	It is reasonable to expect that this deficiency would be identified through routine daily observations and facilities management would prioritize work orders to fix this deficiency.
M3	Preventative Maintenance	This defect indicates that a property is not following preventative maintenance practices for the item or equipment. *This only applies to items that would normally have preventive maintenance plans.
M4	Capital Cost	This defect, on its own, is significant enough to be a capital cost to repair.
M5	Increased Monetary Impact to HUD	HUD would incur additional costs due to this condition (e.g., such as energy inefficiency).
M6	Structural	This condition indicates potential structural failure of the building or a load-bearing component *May be linked to safety depending on location.
PPI	Market Appeal	If this defect occurs, HUD or the property would suffer reputational harm *This defect is highly subjective. *This is applicable only in areas that can be seen by the public — either from the public way or as visitors to the property.