TITLE: HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

VERSION: V2.2

DATE PUBLISHED: 06/23/22

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:

- Unit
- Living room, bedroom, kitchen, bathroom, closet
- Inside
- Any indoor common area (e.g., hall, bath, kitchen, office, exercise room, etc.)
- Outside
- None

MORE INFORMATION:

None

DEFICIENCY 1:

A permanently installed heating source is damaged, inoperable, missing, or not installed and the outside temperature is below 68 degrees Fahrenheit.

LOCATION:

- Unit
- Inside

DEFICIENCY 2:

A permanently installed heating source is damaged, inoperable, missing, or not installed and the outside temperature is 68 degrees Fahrenheit or above.

LOCATION:

- Unit
- Inside

DEFICIENCY 3:

Air conditioning system or device is not operational.

LOCATION:

- Unit
- Inside

DEFICIENCY 4:

Heating system or device fueled by combustion has a misaligned, disconnected, improperly connected, damaged, blocked, or missing exhaust vent.

LOCATION:

- Unit
- Inside

DEFICIENCY 5:

Combustion chamber cover or gas shutoff valve is missing from a combustion-fueled heating appliance.

LOCATION:

- Unit
- Inside
DEFICIENCY I — UNIT: A permanently installed heating source is damaged, inoperable, missing, or not installed and the outside temperature is below 68 degrees Fahrenheit.

DEFICIENCY CRITERIA: 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.

AND

The outside temperature is below 68 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

INSTRUCTION PROCESS:

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

REQUEST FOR HELP: - Ask the resident or POA to engage the permanently installed heating source.

ACTION: - Determine exterior air temperature at time of the inspection.
- Engage permanently installed heating source to verify functionality.

MORE INFORMATION: - A permanently installed heating source is one that is installed and self-fueled.
- A permanently installed heating source may include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
- A permanently installed heating source may not include space heaters that are not installed or fireplaces and wood stoves that are not self-fueled.
**Deficiency 1 — Inside:**

A PERMANENTLY INSTALLED HEATING SOURCE IS DAMAGED, INOPERABLE, MISSING, OR NOT INSTALLED AND THE OUTSIDE TEMPERATURE IS BELOW 68 DEGREES FAHRENHEIT.

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**Deficiency Criteria:**

- 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.

**AND**

The outside temperature is below 68 degrees Fahrenheit.

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**Health and Safety Determination:**

Advisory

Deficiencies critical to habitability but not presenting a substantive health or safety risk to resident.

**Correction Timeframe:**

N/A

**HCV Pass / Fail:**

Pass

**HCV Correction Timeframe:**

N/A

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**Inspection Process:**

- **Observation:**
  - Determine if a permanently installed heating source is present.
  - If present, visually inspect to identify any damage.

- **Request for Help:**
  - Ask the POA to engage the permanently installed heating source.

- **Action:**
  - Determine exterior air temperature at time of the inspection.
  - Engage permanently installed heating source to verify functionality.

- **More Information:**
  - A permanently installed heating source is one that is installed and self-fueled.
  - A permanently installed heating source may include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
  - A permanently installed heating source may not include space heaters that are not installed or fireplaces and wood stoves that are not self-fueled.
Deficiency 2 — Unit: A permanently installed heating source is damaged, inoperable, missing, or not installed and the outside temperature is 68 degrees Fahrenheit or above.

Deficiency Criteria: 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.

AND

The outside temperature is 68 degrees Fahrenheit or above.

Health and Safety Determination: Advisory

Deficiencies critical to habitability but not presenting a substantive health or safety risk to resident.

Correction Timeframe: N/A

HCV Pass / Fail: Pass

HCV Correction Timeframe: N/A

Inspection Process:

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

Request for Help:
- Ask the resident or POA to engage the permanently installed heating source.

Action:
- Determine exterior air temperature at time of the inspection.
- Engage permanently installed heating source to verify functionality.

More Information:
- If the temperature within the Unit exceeds the designed limit of the thermostat, then perform visual inspection only.
- A permanently installed heating source is one that is installed and self-fueled.
- A permanently installed heating source may include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
- A permanently installed heating source may not include space heaters that are not installed or fireplaces and wood stoves that are not self-fueled.
Deficiency 2 — Inside: A PERMANENTLY INSTALLED HEATING SOURCE IS DAMAGED, INOPERABLE, MISSING, OR NOT INSTALLED AND THE OUTSIDE TEMPERATURE IS 68 DEGREES FAHRENHEIT OR ABOVE.

Deficiency Criteria:

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.

AND

The outside temperature is 68 degrees Fahrenheit or above.

Health and Safety Determination: Advisory

Deficiencies critical to habitability but not presenting a substantive health or safety risk to resident.

Correction Timeframe: N/A

HCV Pass / Fail: Pass

HCV Correction Timeframe: N/A

Inspection Process:

Observation:

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

Request for Help:

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

Action:

- Determine exterior air temperature at time of the inspection.
- Engage permanently installed heating source to verify functionality.

More Information:

- If the temperature within the Inside exceeds the designed limit of the thermostat, then perform visual inspection only.
- A permanently installed heating source is one that is installed and self-fueled.
- A permanently installed heating source may include forced air heating, radiant heat, baseboard units heated by electric, or installed wall units.
- A permanently installed heating source may not include space heaters that are not installed or fireplaces and wood stoves that are not self-fueled.
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:

- 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.**

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

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

CORRECTION TIMEFRAME: N/A

HCV PASS / FAIL: Pass

HCV CORRECTION TIMEFRAME: N/A

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
Deficiency 4 — Unit: Heating system or device fueled by combustion has a misaligned, blocked, disconnected, improperly connected, damaged, or missing exhaust vent.

Deficiency Criteria: 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 the system or device to confirm the 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.
- Check for an exhaust vent cap.
- Verify the exhaust vent has no downward slope.

Request for Help: - Ask the resident or POA if the Unit is heated by a fuel-fired device.

Action: - None

More Information: - If the Unit is not heated by a fuel-fired device, then disregard this deficiency.
DEFICIENCY 4 — INSIDE: **HEATING SYSTEM OR DEVICE FUELED BY COMBUSTION HAS A MISALIGNED, BLOCKED, DISCONNECTED, IMPROPERLY CONNECTED, DAMAGED, OR MISSING EXHAUST VENT.**

**DEFICIENCY CRITERIA:**
- 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 the system or device to confirm the 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.
  - Check for an exhaust vent cap.
  - Verify the exhaust vent has no downward slope.

- **Request for Help:**
  - Ask the POA if the Inside is heated by a fuel-fired device.

- **Action:**
  - None

- **More Information:**
  - If the Inside is not heated by a fuel-fired device, then disregard this deficiency.
### Deficiency 5 — Unit: Combustion chamber cover or gas shutoff valve is missing from a combustion-fueled heating appliance.

<table>
<thead>
<tr>
<th>Deficiency Criteria:</th>
<th>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 combustion-fueled heating appliance</th>
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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 |

### Inspection Process:

- **Observation:**  
  - Visually inspect the combustion-fueled 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 combustion-fueled heating appliance.

- **Action:**  
  - None

- **More Information:**  
  - None
DEFICIENCY 5 — INSIDE:  COMBUSTION CHAMBER COVER OR GAS SHUTOFF VALVE IS MISSING FROM A COMBUSTION-FUELED HEATING APPLIANCE.

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 combustion-fueled heating appliance.

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: - Visually inspect the combustion-fueled 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 combustion-fueled heating appliance.

ACTION: - None

MORE INFORMATION: - None
### SUMMARY OF CHANGES

**TITLE:** HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)  
**VERSION:** V2.2  
**DATE PUBLISHED:** 06/23/22

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Inside: Relabeled from “N/A” to Advisory | V2.2 | 2022-06-23 |

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<td>Noted 30-day correction timeframe if not the above scenario if this scenario is not met.</td>
<td></td>
</tr>
<tr>
<td>HOV — Correction Timeframe</td>
<td>Field added; response input as “24 hours”</td>
</tr>
<tr>
<td>Noted 24-hour correction timeframe if outside temperature is below 50 degrees Fahrenheit and temperature inside unit is below 60 degrees Fahrenheit.</td>
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</tbody>
</table>
Noted 30-day correction timeframe if not the above scenario if this scenario is not met.

<table>
<thead>
<tr>
<th>Rationale</th>
<th>Revised rationale categories, types, and explanations; added standardized codes and descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Process</td>
<td>Revised observation, request for help, action, and more information</td>
</tr>
<tr>
<td>Tools or Equipment</td>
<td>Field added to deficiency; response revised</td>
</tr>
</tbody>
</table>

### Deficiency 2

<table>
<thead>
<tr>
<th>Title</th>
<th>Added inspectable locations</th>
</tr>
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<tbody>
<tr>
<td>Deficiency Criteria</td>
<td>Revised deficiency criteria</td>
</tr>
<tr>
<td>Health and Safety Determination</td>
<td>Revisited to “Life-Threatening” determination; added standardized description</td>
</tr>
<tr>
<td>Correction Timeframe</td>
<td>Field added; response input as “24 hours”</td>
</tr>
<tr>
<td>HCV — Correction Timeframe</td>
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### Deficiency 3

<table>
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<tr>
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<tbody>
<tr>
<td>Deficiency Criteria</td>
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</tr>
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</tbody>
</table>

### Deficiency 4

<table>
<thead>
<tr>
<th>Deficiency 4</th>
<th>Removed deficiency</th>
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</thead>
</table>

### Deficiency 5

<table>
<thead>
<tr>
<th>Deficiency 5</th>
<th>Removed deficiency</th>
</tr>
</thead>
</table>