

**TITLE:** WINDOW  
**VERSION:** V2.2  
**DATE PUBLISHED:** 06/23/22

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

**PURPOSE:** Protect from the elements, 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; Jamb; Glass; Sash; Jamb liner; Rail

**LOCATION:**  Unit Throughout the Unit.  
 Inside Throughout the Inside.  
 Outside Throughout the Outside.

**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.

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

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

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

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

DEFICIENCY I — UNIT: 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: 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: - 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 or via crank.  
- 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 the window 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.

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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: 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: - 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 or via crank.  
- 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 the window 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.

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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.

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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:** 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:** - 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.

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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 Non-Life-Threatening      The Severe Non-Life-Threatening 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: - None
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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: - None

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

**DEFICIENCY CRITERIA:** Window component is damaged (i.e., visibly defective) and the window is not functionally adequate (i.e., cannot protect from the elements, permit illumination within the interior space, or permit visual access between spaces).  
 OR  
 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, permit illumination within the interior space, or permit visual access between spaces).

**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 and the window is not functionally adequate.
- REQUEST FOR HELP:** - None
- ACTION:** - None
- 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
  - Pane or sash
  - Framing or casing



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

**DEFICIENCY CRITERIA:** Window component is damaged (i.e., visibly defective) and the window is not functionally adequate (i.e., cannot protect from the elements, permit illumination within the interior space, or permit visual access between spaces).  
 OR  
 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, permit illumination within the interior space, or permit visual access between spaces).

**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:** - Visually inspect each window to determine if any component is damaged or missing and the window is not functionally adequate.

**REQUEST FOR HELP:** - None

**ACTION:** - None

**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  
 - Pane or sash  
 - Framing or casing

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

**DEFICIENCY CRITERIA:** Window component is damaged (i.e., visibly defective) and the window is not functionally adequate (i.e., cannot protect from the elements, permit illumination within the interior space, or permit visual access between spaces).  
 OR  
 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, permit illumination within the interior space, or permit visual access between spaces).

**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:** - Visually inspect each window to determine if any component is damaged or missing and the window is not functionally adequate.

**REQUEST FOR HELP:** - None

**ACTION:** - None

**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  
 - Pane or sash  
 - Framing or casing

**SUMMARY OF CHANGES**

**TITLE:** WINDOW  
**VERSION:** V2.2  
**DATE PUBLISHED:** 06/23/22

FIELD	CHANGE	VERSION	DATE
----	<b>Abbreviated published version</b>	V2.2	2022-06-23
	Name Variants	Removed from published version	
	Common Materials	Removed from published version	
	Rationale	Removed from published version	
	Tools or Equipment	Removed from published version	
<b>Deficiency 1</b>		V2.2	2022-06-23
	Health and Safety Determination	Unit: Relabeled from "Standard" to "Moderate" Inside: Relabeled from "N/A" to "Advisory"	
<b>Deficiency 2</b>		V2.2	2022-06-23
	Health and Safety Determination	Unit: Relabeled from "Standard" to "Moderate" Inside: Relabeled from "N/A" to "Advisory"	
<b>Deficiency 3</b>		V2.2	2022-06-23
	Health and Safety Determination	Inside: Relabeled from "Standard" to "Moderate"	
<b>Deficiency 4</b>		V2.2	2022-06-23
	Health and Safety Determination	Unit: Relabeled from "Standard" to "Moderate" Inside: Relabeled from "N/A" to "Advisory" Outside: Relabeled from "N/A" to "Advisory"	
<b>Definition</b>	<b>Revised definition</b>	V2.1	2021-04-02
<b>Purpose</b>	<b>Revised purpose</b>	V2.1	2021-04-02
<b>Most Common Components</b>	<b>Revised common components</b>	V2.1	2021-04-02
<b>Location</b>	<b>Revised inspectable locations</b>	V2.1	2021-04-02
<b>More Information</b>	<b>Field added</b>	V2.1	2021-04-02

<b>Deficiency 1</b>		<b>V2.1</b>	<b>2021-04-02</b>
Deficiency Criteria	Unit & Inside: Revised deficiency criteria		
Health and Safety Determination	Inside: Revised determination and description		
Rationale	Unit & Inside: Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Unit & Inside: Revised Observation, Request for Help, Action, and More Information		
<b>Deficiency 2</b>		<b>V2.1</b>	<b>2021-04-02</b>
Title	Unit & Inside: Revised title; added inspectable locations		
Deficiency Criteria	Unit & Inside: Revised deficiency criteria		
Health and Safety Determination	Inside: Revised description		
Rationale	Unit & Inside: Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Unit & Inside: Revised Observation, Request for Help, Action, and More Information		
<b>Deficiency 3</b>		<b>V2.1</b>	<b>2021-04-02</b>
Title	Unit & Inside: Revised title; added inspectable locations		
Deficiency Criteria	Unit & Inside: Revised deficiency criteria		
Health and Safety Determination	Inside: Revised description		
Rationale	Unit & Inside: Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Unit & Inside: Revised Observation, Action, and More Information		
<b>Deficiency 4</b>	<b>Removed and replaced previous Deficiency 4 with previous Deficiency 5</b>	<b>V2.1</b>	<b>2021-04-02</b>
<b>Deficiency 5</b>	<b>Moved to Deficiency 4</b>	<b>V2.1</b>	<b>2021-04-02</b>
Title	Unit, Inside, & Outside: Revised title; added inspectable locations		
Deficiency Criteria	Unit, Inside, & Outside: Revised deficiency criteria		
Rationale	Unit, Inside, & Outside: Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Unit, Inside, & Outside: Revised Observation, Action, and More Information		

<b>Deficiency 1</b>		<b>V2.0</b>	<b>2020-10-28</b>
Health and Safety Determination	Added standardized description		
HCV Pass / Fail	Field added; response input as "Fail"		
Rationale	Copy edits		
<b>Deficiency 2</b>		<b>V2.0</b>	<b>2020-10-28</b>
Health and Safety Determination	Added standardized description		
HCV Pass / Fail	Field added; response input as "Fail"		
Rationale	Copy edits		
Inspection Process	Copy edits		
<b>Deficiency 3</b>		<b>V2.0</b>	<b>2020-10-28</b>
Health and Safety Determination	Added standardized description		
HCV Pass / Fail	Field added; response input as "Fail"		
Rationale	Copy edits		
<b>Deficiency 4</b>		<b>V2.0</b>	<b>2020-10-28</b>
Title	Copy edits		
Deficiency Criteria	Copy edits		
Health and Safety Determination	Added standardized description		
HCV Pass / Fail	Field added; response input as "Fail"		
Rationale	Copy edits		
<b>Deficiency 5</b>		<b>V2.0</b>	<b>2020-10-28</b>
Health and Safety Determination	Added standardized description		
HCV Pass / Fail	Unit: Field added; response input as "Fail" Inside: Field added; response input as "Pass"		
Rationale	Copy edits		
<b>Overall Formatting</b>	<b>Complete rework of document format and layout</b>	<b>V1.3</b>	<b>2020-07-31</b>
<b>Definition</b>	<b>Revised definition</b>	<b>V1.3</b>	<b>2020-07-31</b>
<b>Purpose</b>	<b>Field added</b>	<b>V1.3</b>	<b>2020-07-31</b>

<b>Common Components</b>	<b>Revised common components</b>	<b>VI.3</b>	<b>2020-07-31</b>
<b>Location</b>	<b>Revised inspectable locations</b>	<b>VI.3</b>	<b>2020-07-31</b>
<b>More Information</b>	<b>Field added</b>	<b>VI.3</b>	<b>2020-07-31</b>
<b>Deficiency 1</b>	<b>Separated by inspectable locations — Unit and Inside</b>	<b>VI.3</b>	<b>2020-07-31</b>
Title	Revised title; added inspectable locations		
Deficiency Criteria	Revised deficiency criteria		
Health and Safety Determination	Added standardized description		
Correction Timeframe	Field added; response input as “Within 30 days”		
HCV — Correction Timeframe	Field added; response input as “Within 30 days”		
Rationale	Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Revised observation, request for help, action, and more information		
Tools or Equipment	Field added to deficiency; response revised		
<b>Deficiency 2</b>	<b>Separated by inspectable locations — Unit and Inside</b>	<b>VI.3</b>	<b>2020-07-31</b>
Title	Revised title; added inspectable locations		
Deficiency Criteria	Revised deficiency criteria		
Health and Safety Determination	Added standardized description		
Correction Timeframe	Field added; response input as “Within 30 days”		
HCV — Correction Timeframe	Field added; response input as “Within 30 days”		
Rationale	Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Revised observation, request for help, action, and more information		
Tools or Equipment	Field added to deficiency; response revised		
<b>Deficiency 3</b>	<b>Separated by inspectable location — Unit</b>	<b>VI.3</b>	<b>2020-07-31</b>
Title	Added inspectable location		
Deficiency Criteria	Revised deficiency criteria		
Health and Safety Determination	Revised to “Severe Non-Life-Threatening” determination; added standardized description		
Correction Timeframe	Field added; response input as “24 hours”		

HCV – Correction Timeframe	Field added; response input as “30 days”		
Rationale	Revised rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Revised observation, request for help, action, and more information		
Tools or Equipment	Field added to deficiency; response revised		
<b>Deficiency 4</b>	<b>Added by inspectable location – Unit</b>	<b>VI.3</b>	<b>2020-07-31</b>
Title	Added title; added inspectable location		
Deficiency Criteria	Added deficiency criteria		
Health and Safety Determination	Added “Standard” determination; added standardized description		
Correction Timeframe	Field added; response input as “Within 30 days”		
HCV – Correction Timeframe	Field added; response input as “Within 30 days”		
Rationale	Added rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Added observation, request for help, action, and more information		
Tools or Equipment	Field added to deficiency		
<b>Deficiency 5</b>	<b>Added by inspectable locations – Unit and Inside</b>	<b>VI.3</b>	<b>2020-07-31</b>
Title	Added title; added inspectable locations		
Deficiency Criteria	Added deficiency criteria		
Health and Safety Determination	Unit: Added “Standard” determination; added standardized description Inside: Added “N/A – F&O” determination; added standardized description		
Correction Timeframe	Unit: Field added; response input as “Within 30 days” Inside: Field added; response input as “N/A” with note to be remedied according to property maintenance plan		
HCV – Correction Timeframe	Unit: Field added; response input as “Within 30 days” Inside: Field added; response input as “N/A” with note to be remedied according to property maintenance plan		
Rationale	Added rationale categories, types, and explanations; added standardized codes and descriptions		
Inspection Process	Added observation, request for help, action, and more information		
Tools or Equipment	Field added to deficiency		
<b>Rationales</b>	<b>Updated following in-house review and public comment</b>	<b>VI-2</b>	<b>2019-12-27</b>

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Health and Safety Determinations

Updated following in-house review and public comment

VI-2

2019-12-27

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