



PROTOCOL BETA DISCLAIMER

The current active version of the UPCS-V Protocol is Version 2.5. Participants in the UPCS-V Demonstration Period should continue to use Version 2.5 and the associated application during inspections.

This document, UPCS-V Inspection Protocol Beta, is a test version of the protocol. It is being reviewed for objectivity, accuracy, and consistency by the Inspection Standards & Data for Vouchers (ISDV) Division within HUD's Real Estate Assessment Center (REAC).

On the next page, you will find the Addendum to the UPCS-V Inspection Protocol Beta, which explains the changes made to Protocol Beta compared to Version 2.5. If you would like to provide feedback on Protocol Beta, please send it to ISDV@hud.gov.



Addendum to the Uniform Physical Condition Standards for Vouchers (UPCS-V) Inspection Protocol Beta

Greetings Reviewer!

Thank you for reviewing the Beta version of the Uniform Physical Condition Standards for Vouchers (UPCS-V) Protocol. The successful implementation of UPCS-V depends on stakeholders like you providing your insight and expertise in reviewing this document and providing feedback. As such, the Inspection Standards & Data for Vouchers (ISDV) Division has developed this Addendum to outline what changed from the previous version of the UPCS-V Protocol Version 2.5, the reasoning behind these changes, and specific and general requests for feedback.

The feedback that ISDV obtains from protocol review, including the feedback that you provide, will enable HUD to craft a protocol that better meets the needs of our stakeholders. ISDV needs your active participation and feedback to help improve the program. Please send all your comments, both positive and negative, back to ISDV to ensure we can provide the best protocol possible.

Changes from UPCS-V Protocol Version 2.5

1. **Version Number:** This version of the protocol is called “Beta.” The new version is a test of the new changes and will be released to the public for comments and feedback.
2. **Guiding Principles:** ISDV defined a list of Guiding Principles to serve as a common theme throughout the protocol. These principles are: simplicity, transparency, and meeting the objective of National Housing Policy to provide decent, safe, and sanitary housing.

Simplicity – keeping all sections as simple as possible while being clear

- In pursuit of simplicity, ISDV alphabetized the Defect Dictionary by inspectable item to make it easier for a non-expert to find deficiency information in the dictionary.
- Alphabetization also reduced instances of redundant deficiency descriptions where the same defect appeared with the same language in multiple sections.

Transparency – being clear about changes and decisions as well as why they occurred

- ISDV held focus groups and conference calls with Public Housing Authorities (PHAs) and other industry stakeholders to receive their feedback during the draft of this version.
- ISDV created an internal change log, which tracks every language change to the Defect Dictionary and the reasoning behind that change.

Meeting the objective of National Housing Policy – aligning first to Uniform Physical Condition Standard (UPCS) and then adding other requirements

- The first actionable step was alignment to the Uniform Physical Condition Standards (UPCS), an established HUD housing standard for project-based aid, which has been in use for decades.
- UPCS alignment helped modernize Health and Safety standards.
- The modernization effort also required expert advice from the housing industry, Subject Matter Experts (SMEs), and PHAs about critical updates and additions, such as carbon monoxide detectors.



Specific results of these changes from Version 2.5

Some of the most notable changes in Protocol Beta include:

- The addition of a glossary of terms
- The updated LTE (Life Threatening or Emergency) deficiencies list
- The inclusion of carbon monoxide detectors as an inspectable item
- A 53% decrease in the total length of the protocol document compared to the previous version due to streamlining and simplifying multiple areas
- The alphabetization of the Defect Dictionary
- An overall reorganization of the document to provide information in a more clear and consistent format

Where ISDV needs your input and feedback most

As ISDV continues to improve the protocol, feedback is needed on all parts of the document. Additionally, ISDV would like your input with respect to the following issues/items:

- Is there anything you would like added to the glossary of terms?
- Does the order of the protocol logically flow, and does it meet Inspector needs?
- Is there anything missing from the protocol that a novice Inspector might need?

Thank you for your continued support, and ISDV looks forward to working together over the course of this Demonstration Period. For more information about UPCS-V, check out the following resources: [ISDV Website](#), Twitter (@HUDREAC), and ISDV Newsletters. If you have any concerns, feedback, or questions, please contact ISDV@hud.gov.

Again, thank you for your time and input!



Beta

Uniform Physical Condition Standards for Vouchers (UPCS-V) Inspection Protocol

U.S. Department of Housing and Urban Development (HUD)

BETA

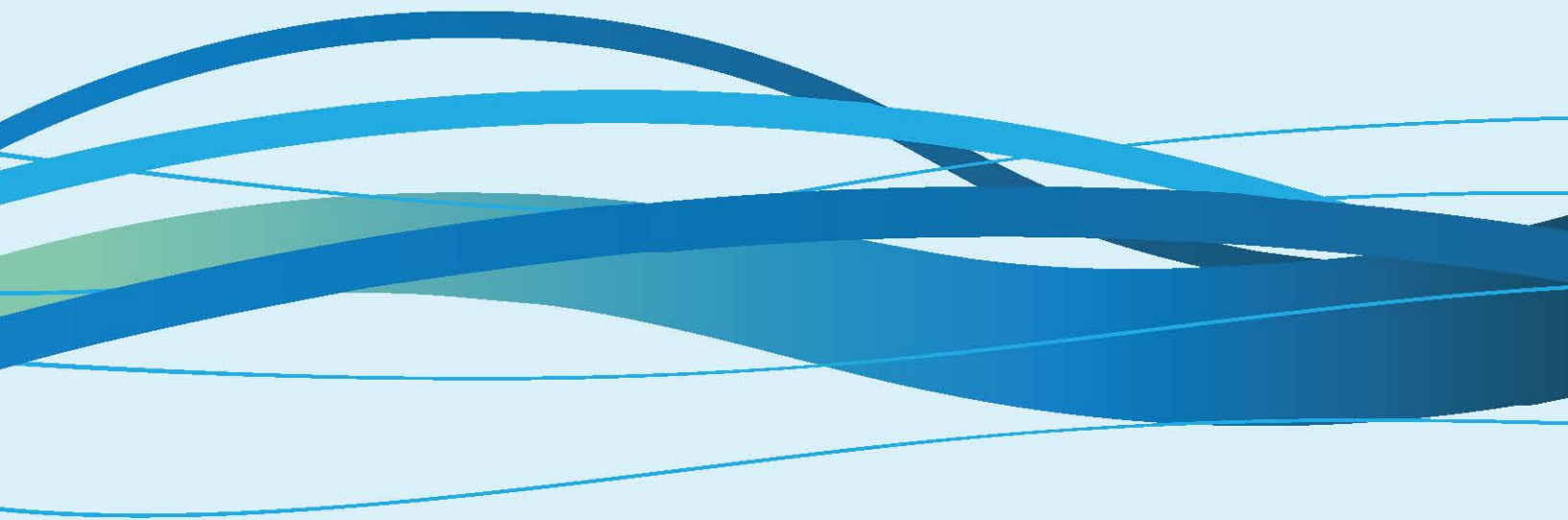




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1 PURPOSE

The Uniform Physical Condition Standards for Vouchers (UPCS-V) was created via Congressional directiveⁱ for the U.S. Department of Housing and Urban Development (HUD) to have a “consistent inspection standard.” The UPCS-V Inspection Protocol establishes a set of rules and procedures to be followed when conducting an inspection of a Housing Choice Voucher (HCV) unit. In addition, UPCS-V’s application of a fully electronic inspection platform with data sharing capabilities increases HUD’s ability to adequately assess the condition of HCV units. These guidelines reduce subjectivity to create a standard and objective approach for thorough and effective inspections.

1.1 Guiding Principles

HUD developed the UPCS-V Guiding Principles during the development of the protocol to ensure that the standards developed could be applied across multiple platforms while still meeting the needs HCV program.

1.1.1 Congressional Objective of National Housing Policy

The goal is for HCV units to be decent, safe, and sanitaryⁱⁱ The UPCS-V inspection standard evaluates voucher housing to determine that units are free from safety hazards and follow federal guidelines for habitability.

1.1.2 UPCS Alignment

UPCS-V is aligned with UPCSⁱⁱⁱ (Uniform Physical Condition Standard, the inspection standard for HUD Public Housing) to leverage a validated standard with decades of supporting data.

1.1.3 Simplicity and Transparency

Terms and policies within the protocol will be expressed as plainly as possible. The decisions and standards set by the protocol are based on published documentation and sound research.

1.2 Disclaimer

This protocol does not intend to supersede or replace HCV program requirements. It is confined only to the UPCS-V inspection process. Additionally, many of the mandatory requirements enumerated in this document are set by other entities, agencies, or HUD offices.

Footnotes/endnotes reference those authorities.

2 ROLES AND RESPONSIBILITIES

HUD, Public Housing Agencies (PHAs), Inspectors, Owners, and Tenants are all involved in the process of ensuring an HCV unit meets the standards set by the UPCS-V Inspection Protocol. A summary of the roles and responsibilities of each stakeholder is provided below.

2.1 HUD Headquarters

HUD Headquarters¹ provides leadership and oversight for UPCS-V inspections. HUD is a resource for PHAs. PHAs may also contact HUD Field Offices and Regional Offices for resources and support. HUD Headquarters is also responsible for providing oversight by:

- Monitoring the program's voucher inspection process
- Ensuring PHAs are aware of their obligations under the UPCS-V inspection
- Collecting and evaluating data from inspections to identify areas for process improvement

2.2 Public Housing Agencies

PHAs are responsible for implementing the UPCS-V Inspection Protocol and carrying out inspections utilizing the electronic inspection process. PHAs are also responsible for informing the Tenant and Owner of the inspection results, any necessary corrective actions, and prescribed timeframe for compliance. PHAs must provide HUD Headquarters with inspection data via approved information gathering technology.

2.3 Owner

Owners are responsible for cooperating with the PHA throughout the inspection process, including but not limited to: making necessary repairs within the prescribed timeframe (see Table 1), granting safe passage through the unit, coordinating logistics, and complying with the HCV program.

2.4 Tenant

Tenants are responsible for cooperating with the PHA throughout the inspection process. This includes making any necessary repairs in coordination with the Owner within the prescribed timeframe. They are also required to cooperate with all parties in granting safe passage through the unit and complying with the HCV program.

2.5 Inspector

Inspectors are responsible for utilizing the UPCS-V Inspection Protocol to record the current physical condition of the unit. Inspectors must use an electronic Data Collection Device (DCD) such as a tablet or smartphone to conduct the inspection. Inspector responsibilities include:

- Performing objective, factual assessments
- Conducting inspections according to the UPCS-V Inspection Protocol
- Ensuring consistency of inspections by utilizing the inspection software
- Participating in any HCV program-related training, obtaining proper Inspector certification, and maintaining certification status as prescribed by HUD Headquarters²

¹ U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410.

² Training and certification from HUD specifically for UPCS-V inspectors is currently in development.

3 INSPECTION OVERVIEW

Inspectors are responsible for conducting inspections to determine compliance with the UPCS-V Inspection Protocol. There are five **inspectable areas** within UPCS-V:

- Unit
- Building Exterior
- Building System
- Common Area
- Site

UPCS-V is primarily centered on the condition of the Unit but includes items within the four additional areas, which negatively affect the habitability of the HCV unit or the Health and Safety of its Tenants.

Each inspectable area has multiple inspectable items. An **inspectable item** is a component of an inspectable area, which is to be evaluated under the UPCS-V Inspection Protocol. For example, while inspecting the Unit (inspectable area), the Inspector will evaluate the water heater (inspectable item).

During an inspection, the Inspector must examine all applicable inspectable items within each inspectable area.

- **Observation:** Occurs when there is an inspectable item with no deficiency (recorded in the inspection as **No Observed Deficiency (NOD)**)
- **Deficiency:** Occurs when there is an inspectable item that is missing, flawed, or does not function as designed; item may **Pass** or **Fail** depending on the severity
- **Not Applicable (NA):** Occurs when an inspectable item does not appear in the HCV unit and is not required to be present

Based on the severity of the deficiency recorded, the inspection software will identify a Pass or Fail status for the item and the unit.

3.1 Health and Safety

Within UPCS-V, certain deficiencies are identified as posing a threat to the **Health and Safety** of the Tenant. Health and Safety deficiencies can occur within any of the five inspectable areas.

3.2 Deficiencies

Inspectors must record all deficiencies that result in a Fail found during the UPCS-V inspection. Deficiencies that result in a Fail must be repaired or addressed based on their category. If such a deficiency is identified, it must be corrected within 30 days, unless it is a Life Threatening or Emergency (LTE) deficiency. If an LTE deficiency is identified, it must be corrected within 24 hours (see [Section 3.4.4 Life Threatening or Emergency Deficiencies](#) for more information).

Timeframe for Repair of Deficiencies that Result in a Fail ^{iv}	
Life Threatening or Emergency (LTE)	24 Hours
All Other Deficiencies that Result in a Fail	30 Days

Table 1: Timeframe for Repair of Deficiencies that Result in a Fail

3.2.1 Documenting Deficiencies

The Inspector must record all deficiencies that result in a Fail on the DCD at the time the Inspector observes the deficiency. Once the inspection is complete, the Inspector must submit deficiency data collected on the DCD to HUD.

3.2.2 Photographing Deficiencies

The Inspector must photograph all deficiencies that result in a Fail. The PHA must ensure photographs:

- Contain date and time stamps
- Clearly depict the cited deficiency
- Include an item for scale, as necessary, to identify the size of the condition
- Omit depictions of any personally identifiable information and depictions of individuals present at the inspection

3.2.3 Deficiency Notification

Inspection reports must cite all deficiencies that result in a Fail identified during the inspection process. The Inspector must give the PHA, Owner, and Tenant a copy of the inspection report regardless of the type of inspection conducted.

3.2.4 Repaired Deficiency Verification

Other than through a physical re-inspection, PHAs may verify the correction of deficiencies that resulted in a Fail through the use of the following: third-party documentation, visual evidence, or self-certification.

3.2.4.1 *Third-Party Documentation*

The PHA may accept verifiable third-party documentation from a currently licensed professional within the discipline of the defect, which demonstrates the proper corrections were made. All documentation must clearly address the cited deficiency and include the license or certificate number of the professional who certified the deficiency was corrected. It must be dated and signed on company letterhead. Emails are not acceptable unless they are used to transmit official documentation and meet the above criteria.

3.2.4.2 *Visual Evidence*

The PHA may accept photographs and videos to verify that deficiencies have been corrected. Acceptable photographs and videos must:

- Fully illustrate that the observed deficiency is corrected AND
- Be accompanied by supporting documentation which provides:
 - (1) The inspection or unit identification number AND the inspection date
 - (2) The specific UPCS-V deficiency represented in the photograph or video
 - (3) The time and date the photograph or video was taken

NOTE: The PHA may reject photographs and videos that do not meet these requirements.

3.2.4.3 Self-certification

The PHA may accept self-certification of corrected deficiencies. Self-certification must include:

- Owner's printed name and dated signature;
- Tenant's printed name and dated signature; AND
- Information that links the certification to the inspection that cited the deficiency

3.2.5 Life Threatening or Emergency Deficiencies

Deficiencies can also be classified as Life Threatening or Emergency (LTE). LTE deficiencies present conditions that seriously endanger the **Health and Safety** of the Tenant. If a deficiency is classified as LTE, it must be addressed within **24 hours**.

LTE Deficiencies are defined as certain conditions that present imminent probability of serious injury and could, if left unchecked for 24 hours, most likely lead to a Health and Safety condition directly affecting the Tenant. These deficiencies could be (1) large and/or sharp enough to cut and/or puncture the skin, resulting in bleeding, (2) cause an injury, which would damage part of the body, or (3) allow exposure to toxic substances or other health hazards, which can shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to manifest immediately upon contact with the deficiency.

NOTE: All LTE deficiencies must be reported to the Owner and Tenant immediately for all inspections. The PHA must then verify all LTE deficiencies have been remediated within the required repair timeframe. All other deficiencies should be noted and included on the final report once the PHA is able to return to the unit and complete the inspection.

Additionally, any other condition subsequently identified by HUD in a notice published in the Federal Register or any other condition identified by the PHA in their Administrative Plan (prior to April 18, 2017)^v is categorized as an LTE fail.

LTE Deficiencies ^{vi}	
Category	Life Threatening or Emergency Condition
Gas (natural or liquid petroleum) leak, fumes, or storage	A fuel storage vessel, fluid line, valve, or connection that supplies fuel to an HVAC unit is leaking.
	Storage of liquid or natural gas inside the living space of a unit.
	A strong gas odor detected with potential for explosion or fire, or that results in health risk if inhaled.
Electrical hazards that could result in shock or fire	A light fixture is readily accessible, is not securely mounted to the ceiling or wall, and electrical connections or wires are exposed.
	A light fixture is hanging by its wires.
	A light fixture has a missing or broken bulb, and the open socket is readily accessible to the Tenant during the unit's day to day use.



	An outlet (receptacle) or switch is missing or broken, and electrical connections or wires are exposed.
	An outlet (receptacle) or switch has a missing or damaged cover plate and electrical connections, or wires are exposed.
	An open circuit breaker position is not appropriately blanked off in a panel board, main panel board, or other electrical box, which contains circuit breakers or fuses.
	A cover is missing from any electrical device box, panel box, switch gear box, control panel, low voltage transformer, junction box, etc., and there are exposed electrical connections.
	Any nicks, abrasions, or fraying of the insulation that expose conducting wire.
	Exposed bare wires or electrical connections.
	Any condition that results in openings in electrical panels or electrical control device enclosures.
	Water leaking or ponding near any electrical device.
	Any condition that poses a serious risk of electrocution or fire and poses an immediate life-threatening condition.
Inoperable or missing smoke detector	The smoke detector is missing.
	The smoke detector does not function as it should.
Inoperable or missing carbon monoxide detector^{vii}	The carbon monoxide detector (where required) is missing.
	The carbon monoxide detector does not function as it should.
Gas/oil fired water heater or heating, ventilation, or cooling system with missing, damaged, improper, or misaligned chimney or venting	The chimney or venting system on a fuel fired water heater is misaligned, negatively pitched, or damaged, which may cause improper or dangerous venting of gases.
	A gas dryer vent is missing, damaged, or is visually determined to be inoperable, or the dryer exhaust is not vented to the outside.
	A fuel fired space heater is not properly vented or lacks available combustion air.
	A non-vented space heater is present.
	Safety devices on a fuel fired space heater are missing or damaged.
	The chimney or venting system on a fuel fired heating, ventilation, or cooling system is misaligned, negatively pitched, or damaged which may cause improper or dangerous venting of gases.
	Any of the components that affect the function of the fire escape are missing or damaged.

Lack of alternative means of exit in case of fire or blocked egress	Stored items or other barriers restrict or prevent the use of the fire escape in the event of an emergency.
	The building's emergency exit is blocked or impeded, thus limiting the ability of occupants to exit in a fire or other emergency.
Other interior hazards (missing or damaged fire extinguisher, where required)	A fire extinguisher (where required) that is missing, damaged, discharged, overcharged, or expired. (This applies only if the PHA has adopted an acceptability criteria variation to the housing quality standard ^{viii} to require fire extinguishers.)
Lead-based paint^{ix}	Deteriorated paint surfaces in a unit built before 1978 and to be occupied by a family with a child under six years of age. ^x

Table 2: Common LTE Deficiencies

3.3 HUD-Approved Variances

HUD may grant approval for PHAs to use variances, which apply standards contained in local housing codes, other codes adopted by the PHA, or standards adopted as a result of local climatic or geographic conditions. The intent of these requirements is to ensure the utilization of standard housing units and to establish minimum criteria necessary for the Health and Safety of the occupants.

Variances may only be approved by HUD and only if the variance meets or exceeds the performance requirement without unduly limiting the amount and types of rental housing available. HUD will not approve a variance if the change is likely to adversely affect the health or safety of Tenants or severely restrict housing choice.

Once HUD-approved variances are incorporated into a specific PHA's inspection process, the Inspector should take these approved variances into account when determining if an inspectable area meets the minimum requirements based on the UPCS-V minimum standard. If an approved variance was used to qualify or disqualify a unit from the program, the Inspector must include a comment regarding the variance in the DCD.

3.4 Fundamental Inspection Requirements

An HCV unit must meet certain requirements to comply with the UPCS-V Inspection Protocol. If these requirements are not met, the HCV unit does not meet the criteria for a Pass status.

3.4.1 General Requirements

- The unit must have a living room, a kitchen, and a bathroom at a minimum.
- Exterior doors and unit windows, which are accessible from the outside, must be lockable. Windows with sills less than six feet off the ground are considered accessible.
- The unit must have sufficient electrical outlets or supply, so the Tenant can use electrical appliances.
- The unit must have working ventilation and cooling systems. If the unit is not equipped with central air conditioning (A/C) or a central ventilation system, the requirement may be satisfied based on windows that open.
- The A/C unit must be properly installed and in working condition.
- If there is a window-mounted A/C unit, the window cannot be considered a point of egress.

- The building must provide an alternate means of exit in case of fire. The alternate exit may consist of fire stairs, a second door, fire ladders, or exit through windows.
- A public or private water supply must serve the unit.
- Water-heating equipment must be installed and must not present any safety hazards to Tenants. Unless safety dividers or shields are installed, water heaters must not be in bedrooms or in living areas where safety hazards may exist.
- The unit must have private access.
- The building must provide an alternate means of exit in case of fire. The alternate exit may consist of fire stairs, a second door, fire ladders, or exit through windows.

3.4.2 Bedroom

- The unit must have at least one bedroom or living/sleeping room for every two Tenants. Other than very young children³, children of opposite sex shall not be required to occupy the same bedroom or living/sleeping room.
- Each room used for sleeping must have at least two electrical receptacles (outlets). Permanent overhead or wall-mounted light fixtures may be substituted for one of the required electrical outlets (receptacles).
- Any room used for sleeping must have at least one window. The windows must adequately protect the unit's interior from the weather.

3.4.3 Living Room

- If the unit is an efficiency apartment, the Inspector must consider the living room present.
- The unit must have at least one bedroom or living/sleeping room for every two Tenants.
- A living room may be used as a sleeping space, but no more than two Tenants may occupy the sleeping space. Other than very young children, children of opposite sex shall not be required to occupy the same bedroom or living/sleeping room.
- There must be at least one window in the living room. Any room used for sleeping must have at least one window.
- The living room must have at least two electrical outlets (receptacles). Permanent overhead or wall-mounted light fixtures may be substituted for one of the required electrical outlets (receptacles).

3.4.4 Kitchen

- The kitchen must have a place to prepare and store food.
- The kitchen must have a refrigerator and a range/stove.⁴
- The kitchen must have a sink. The kitchen sink cannot serve as the bathroom wash basin
- The kitchen sink must drain into a wastewater conveyance system.
- The kitchen must have a permanent ceiling or wall-mounted light fixture and at least one electrical outlet (receptacle).

³ HUD cannot provide a definitive age range for "very young children" because of differing maturities. This is an area where Inspector judgement and PHA guidance would apply.

⁴ A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished to both subsidized and unsubsidized tenants in the same building or premises.

3.4.5 Bathroom

- The unit must have a toilet/water closet and an enclosure around the toilet, at a minimum.
- The unit must have a shower/tub.
- The unit must have a permanently installed sink/wash basin. A kitchen sink cannot serve as the bathroom wash basin. The sink/wash basin may be located separate from other bathroom facilities.
- The bathroom must have a permanent ceiling or wall-mounted light fixture in proper operating condition.
- All bathrooms must have a source of ventilation: either a ventilating exhaust fan or window which operates for ventilation purposes.

3.5 Types of Inspections

The result of an UPCS-V inspection will be **Pass**, **Fail**, or **Unsuccessful**. All inspections will be completed using an electronic DCD, which either utilizes or is compatible with HUD Headquarters' database system.

3.5.1 Initial

PHAs are required to conduct an Initial inspection for each HCV unit. The Owner and prospective Tenant must be notified of the inspection results.

3.5.2 Biennial

Each HCV unit must be inspected at least biennially (once every two years) during an assisted tenancy to determine if the unit maintains UPCS-V standards.^{xi}

3.5.3 Special

Special inspections include two types of inspections: **Complaint** and **Quality Control**.

Complaint inspections are conducted in response to complaints regarding conditions that do not meet the standards established in the UPCS-V Inspection Protocol.

Quality Control inspections are part of Section Eight Management Assessment Program (SEMAP) requirements.^{xii}

NOTE: Re-inspections can result from any one of the three previous types of inspections listed. They are not considered a type of inspection. If during any inspection an LTE deficiency is identified, the Inspector must conduct a physical re-inspection to confirm compliance.

3.6 Inspection Outcomes

An inspection is considered complete when the PHA Inspector can verify the proper operation of all applicable UPCS-V inspectable items. To make this judgment, the Inspector must conduct a physical inspection of the HCV unit location and determine whether the HCV unit meets all inspection requirements. There are three possible inspection outcomes: **Pass**, **Fail**, and **Unsuccessful**.

3.6.1 Pass

An HCV unit is considered to be in "Pass" status when an inspection is complete and the following conditions are met:

- No unresolved UPCS-V deficiencies were recorded
- All inspection requirements are met

3.6.2 Fail

An HCV unit is considered to be in “Fail” status when one of the following inspection conditions exists:

- One or more unresolved UPCS-V deficiencies were recorded
- One or more of the inspection requirements have not been met
- An inspection remains incomplete for more than 72 hours

The PHA must report these conditions to the Owner and Tenant and address the steps necessary to bring the HCV unit to “Pass” status.

3.6.3 Unsuccessful

An inspection is “Unsuccessful” when an inspection cannot start or proceed because:

- The responsible party is not available for the inspection
- There are unsafe conditions (examples: severe weather, declaration by Federal Emergency Management Agency (FEMA))
- The electronic DCD software malfunctions

4 INSPECTION PROCESS

An **inspectable area** is the Unit, Building Exterior, Building System, Common Area, or Site. An **inspectable item** is a component of an inspectable area to be evaluated under the UPCS-V Inspection Protocol.

4.1 Inspection Structure

The UPCS-V Inspection Structure (see Figure 1) depicts the five inspectable areas, Health and Safety conditions, and associated groups of inspectable items that result in a failed unit.

Inspectable Areas and Associated Inspectable Items

HEALTH AND SAFETY		
<ul style="list-style-type: none"> • Air Quality • Electrical Hazards • Elevator • Emergency/ Fire Exits • Garbage and Debris • Hazards • Infestation • Lead-based Paint 		
BUILDING SYSTEM	UNIT	COMMON AREA
<ul style="list-style-type: none"> • Domestic Water • Electrical System • Elevator • Emergency Power • Fire Protection • HVAC • Sanitary System 	<ul style="list-style-type: none"> • Bathroom • Cabinets • Call-for-Aid • Ceiling • Countertops • Doors • Electrical • FHEO/ UFAS • Floors • Hazards • Hot Water Heater • HVAC • Kitchen • Laundry Area • Lighting • Market Appeal • Outlets/ Switches/ Cover Plates • Patio/ Porch/ Balcony/ Deck • Sink • Stairs/ Handrails • Walls • Walkways/ Steps • Windows 	<ul style="list-style-type: none"> • Bathroom • Cabinets • Call-for-Aid • Ceiling • Countertops • Doors • Electrical • FHEO/ UFAS • Floors • Garbage and Debris • Hazards • Hot Water Heater • HVAC • Kitchen • Laundry Area • Lighting • Mailboxes • Market Appeal • Outlets/ Switches/ Cover Plates • Pools and Related Structures • Sink • Stairs/ Handrails • Walls • Walkways/ Steps • Windows
BUILDING EXTERIOR		
<ul style="list-style-type: none"> • Doors • FHEO/ UFAS • Fire Escapes • Foundations • Lighting • Market Appeal • Roofs • Walls • Windows 		
SITE		
<ul style="list-style-type: none"> • Fencing and Gates • FHEO/ UFAS • Grounds • Mailboxes • Market Appeal • Parking Lots/ Driveways/ Roads • Play Areas and Equipment • Pools and Related Structures • Walkways/ Steps 		

Figure 1: Inspection Areas and Associated Inspectable Items

The Inspector is responsible for conducting inspections in accordance with the UPCS-V Inspection Protocol to include recording all deficiencies, regardless of Pass or Fail status. It is extremely important for Inspectors to apply a consistent standard to all units. Inspectors are responsible for inspecting each HCV unit objectively and fairly without regard to personal preferences. Inspectors should record identified deficiencies as soon as they are observed.

Bring:

- **Required testing devices:** (1) a distance measuring device (such as a tape measure); (2) a lighting device (such as a flashlight)
- **Data Collection Device (DCD):** a stand-alone tablet or smartphone with built-in camera capabilities to photograph deficiencies that result in a Fail. All deficiencies must be recorded on the DCD at the time they are identified.

While at the unit:

- The Owner, Tenant, or Person of Authority (POA) should accompany the Inspector during the entire time on the property. The Inspector cannot conduct the inspection unaccompanied.
- The Inspector should also specify that any closed or locked doors must be opened by the accompanying party. In addition, if personal artifacts are blocking access to an inspectable area (e.g., a sofa), the accompanying party is responsible for moving the artifact. Inspectors should make clear they are not permitted to touch personal artifacts, including the moving of furniture.⁵

4.2 Notification of Results

The Inspector must give the PHA, Owner, and Tenant a copy of the inspection report regardless of the type of inspection conducted. Inspection reports must cite all deficiencies identified during the inspection process. The PHA must verify all deficiencies are corrected for a unit to pass the UPCS-V inspection.

⁵ Inspectors should review their PHA's Administrative Plans for any exclusions to this recommendation.

5 APPENDIX A: GLOSSARY OF TERMS

- **Adequate:** Sufficient to accomplish the purpose intended without unreasonable risk to human health or safety^{xiii}
- **Air Quality:** Indoor/outdoor spaces must be free from high levels of sewer gas, fuel gas, mold, mildew, or other harmful pollutants; indoors must have adequate ventilation
- **Basement:** The lowest habitable story of a building, usually below ground level
- **Bathroom:** A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet
- **Building:** A structure that has a contiguous roofline, a permanent foundation (including pier foundations poured to bearing soil and below frost line), is enclosed on all sides, and has at least one utility servicing it such as electric, gas, water, or sewer
- **Building Exterior:** Limited to the vertical and horizontal aspects of the building including surfaces of attached carports, garages, storage, or sheds within the drip line of the structure's roof
- **Building System:** Includes the building's components that provide essential services to the unit, such as water, sewer, power, fire protection, and elevators
- **Call-for-Aid:** System to summon help; may be visual, audible, or both; may be activated manually or automatically when pre-programmed conditions are met
- **Carbon Monoxide Detector:** An electronic device that measures the level of carbon monoxide gas in the air and is equipped with a sensor, which activates an audible alarm when an amount of carbon monoxide above the device's threshold level accumulates in the area in which the alarm is located^{xiv}
- **Carport:** A roof projecting from the side of a building or free standing used to shelter an automobile
- **Ceiling:** The visible overhead finish lining the inside of a room or area
- **Closet (Utility or Mechanical):** An enclosed room or closet housing machines and/or equipment that service the building
- **Common Area:** Areas designated for use by all occupants, Owners, Tenants, or users of a building or building complex, including but not limited to corridors, hallways, lobbies, parking areas, laundry rooms, recreational spaces, pools, and exterior property^{xv}
- **Community Room:** Meeting place used by members of a community for social, cultural, or recreational purposes
- **Domestic Water:** Provides potable water conditioning, heating, and distribution; it takes its source from outside the Building System and terminates in domestic plumbing fixtures; can consist of water conditioners (filters and softeners), water heaters, transfer and circulating pumps, strainers, connecting piping, fittings, valves, and supports
- **Doors:** The means of access to the interior of the unit and to a room or closet which provide privacy and security, control passage, and provide fire and weather resistance. Also includes entry to maintenance areas, boiler and mechanical rooms, electrical vaults, storage areas, etc.
- **Egress/Mean of Egress:** The path available for a person to leave a building; this route shall be unobstructed, and doors along this route cannot be subject to locking from the side to which people will be leaving^{xvi}
- **Electrical Distribution:** Includes equipment that safely provides control, protection, metering, and distribution of electrical power throughout the unit
- **Electrical Hazards:** Any hazard posing a risk of electrical fires, electrocution, or spark/explosion
- **Electrical System:** Portion of the unit that safely provides electrical power throughout the building which includes equipment that provides control, protection, metering, and service. **NOTE:** This

does not include transformers or metering that belongs to the providing utility; equipment that is part of any emergency power generating system; or terminal equipment such as receptacles, switches, or panel boards, which are located in the units or common areas

- **Elevators:** Vertical conveyance system including chair lifts for moving personnel, equipment, materials, household goods, etc.
- **Emergency Power:** The standby/backup equipment (battery or generator set) intended to supply illumination or power (or both), during utility outage or an emergency
- **Emergency/Fire Exit:** All buildings must have acceptable fire exits, which are also properly marked and operational, including fire towers, stairway access doors, and external exits; these can include operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground
- **Escutcheon:** Also known as trim plates, sleeves, design rings, and extenders; a plate that fits around a pipe extending through a wall or floor to cover the gap or hole between the sprinkler head and the ceiling tile or drywall
- **Exit:** The area separated from the area of the building from which escape is made; this refers to the actual Entry Door (primary) or window (secondary) that takes an individual to the Exit Access
- **Faucet Aerator:** Also known as a tap aerator; the round screened screw-on tip of a sink faucet spout, which mixes water and air for a smooth flow
- **Fence:** A structure functioning as a boundary or barrier; an upright structure serving to enclose, divide, or protect an area
- **Fire Escapes:** Includes stairway access doors and external exits; can also include external fire escapes, fire towers, operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground
- **Fire Protection:** Designed to minimize the effects of a fire; includes portable fire extinguishers and permanent sprinkler systems
- **Flammable/Combustible Materials:** Any substance known to be combustible or flammable or is stored in a container identifying it as such
- **Floors:** The visible, horizontal surface system within a room or area underfoot; the floors are the horizontal division between two stories of a structure
- **Foundations:** Lowest level structural wall or floor responsible for transferring the building's load to the appropriate footings and soil; materials may include concrete, stone, masonry, and wood
- **Garage:** A building or wing of a building in which to park a car
- **Gate:** A structured opening in a fence for entrance or exit
- **Grounds:** The improved land adjacent to or surrounding the unit and related structures; does not include areas not intended for use by, or not frequented by the Tenant
- **Guardrail:** A structure preventing people from falling off exposed platforms
- **Habitable Room:** A room or enclosed floor space used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, laundries, furnace rooms, pantries, kitchenettes, and utility rooms of less than 50 square feet of floor space, foyers, or communicating corridors, stairways, closets, storage spaces, workshops, and hobby and recreation areas^{xvii}
- **Halls/Corridors:** Passageway which organizes rooms, apartments, and staircases
- **Handrail:** The part of a guardrail system that is grasped with the hand
- **Hazards:** Physical hazards that pose risk of bodily injury
- **Heating System:** Facilities that, for the purpose of maintaining thermal comfort during cold weather, heat air or water through a furnace or heat pump and distribute such heat through vents, ducts, pipes, or radiators, or hardwired electrical heaters; neither a cooking appliance nor a portable, unvented fuel-burning space heater is a heating system^{xviii}

- **Hose-bib:** An exterior water faucet or water “spigot”; the faucet you connect the hose into to water the grass
- **HVAC System:** System to provide heating, cooling, and ventilation. Includes equipment such as boilers, burners, furnaces, fuel supply, hot water and steam distribution, centralized air conditioning systems, and associated piping, filters, and equipment. Also includes air handling equipment and associated ventilation ducting. This does not include occupant owned or supplied heating sources.
- **Infestation:** The recurrent presence of any life stages of a pest or vermin that presents a hazard to humans, property, or the environment;^{xxix} including vermin but not limited to rats and mice; the visible infestation by insects such as roaches, ants, and termites
- **Kitchen:** Any room used for the storage and preparation of foods and containing the following equipment: sink, stove, refrigerator, cabinets or shelves for storage, and counter or table for food preparation^{xx}
- **Laundry Area:** Place where soiled clothes and linens are washed and/or dried
- **Lead-based Paint:** Any paint surface coating that contains lead equal to or exceeding one milligram per square centimeter (1.0 mg/cm²) or 0.5% by weight^{xxi}; hazard relates to units built prior to 1978, which are occupied by children under the age of six
- **Light Fixtures:** Permanently installed and switched fixtures that provide illumination for rooms, closets, hallways, stairs, etc.
- **Lighting:** System to provide illumination of a room, area, or building exterior and surrounding grounds. Includes fixtures, lamps, supporting accessories, and associated electrical supply
- **Lobby:** A foyer, hall, or waiting room at or near the entrance of a building
- **Mailbox:** A public container where mail is deposited for distribution and collection. This does not include mailboxes owned and maintained by the U.S. Postal Service, such as the Blue Boxes
- **Mold:** A growth that a fungus produces on damp or decaying organic matter or on living organisms^{xxii}
- **Outlets/Switches/Cover Plates:** The receptacle connected to a power supply or method to control the flow of electricity which includes: two and three prong outlets, ground fault interrupters, pull cords, two and three pole switches, and dimmer switches
- **Owner:** Any person who alone, jointly, or severally with others (a) shall have legal title to any premises, dwelling, or dwelling unit, with or without accompanying actual possession thereof, or (b) shall have charge, care or control of any premises, dwelling, or dwelling unit, as Owner or agent of the Owner, or as executor, administrator, trustee, or guardian of the estate of the Owner^{xxiii}
- **Parking Lots/Driveways/Roads:** Areas for driving and parking motorized vehicles and begins at the curbside and includes all parking lots, driveways, or roads within the property lines, which are intended for use by the Tenant
- **Pedestrian/Wheelchair Ramp:** A ramp or walkway, level or sloped, typically of sufficient width for wheelchair use with handrail/guardrails on both sides
- **Play Areas/Equipment:** An outdoor area set aside for recreation or play, especially one containing equipment such as seesaws and swings
- **Pool/Pool Structures:** Swimming pools and related structures including fencing and associated rooms equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet; this includes locker rooms or bathhouses associated with swimming pools
- **Privacy:** The existence of conditions that permit an individual or individuals to be without observation, interruption, or interference by unwanted individuals^{xxiv}

- **Public Way:** Any street, alley, or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated, or otherwise permanently appropriated to the public for public use
- **Railing:** A fence or barrier typically consisting of balusters and rails, often surrounding a patio/porch/balcony
- **Receptacle:** An electrical outlet; what you plug an electrical device into
- **Refuse Disposal:** Collection areas for trash/garbage common pick-up
- **Retaining Walls:** A wall built to support or prevent the advance of a mass of earth or water
- **Roof Exhaust System:** The system used to exhaust stale air from the building primarily from the kitchen and bathroom areas
- **Roof:** Consists of the structural deck, weathering surface, flashing, parapet, and drainage system; may be flat or pitched
- **Safety:** The condition of being reasonably free from danger and hazards that may cause accidents or disease^{xxv}
- **Sanitary System:** Portion of the building system providing for the disposal of waste products with discharge to the local sewage or septic system; can include sources such as domestic plumbing fixtures, floor drains, and other area drains; consists of floor drains and traps, collection sumps, sewage ejectors, sewage pumps, collection piping, fittings, valves and supports
- **Site:** Consists of the land immediately adjacent to or surrounding the unit and the Tenant's path of travel, which only includes areas intended for use by or frequented by the Tenant; includes the areas surrounding Common Areas and the Tenant's most direct path from the unit to access common features (i.e. mailboxes, parking area, and laundry facilities)
- **Sleeping Room:** Any room or space used or intended to be used for sleeping
- **Smoke Detector:** Sensor to detect the presence of smoke and activate an alarm; may be battery operated or hard-wired to electrical system; may provide visual signal, audible signal, or both.
- **Spalling:** A result of water entering brick, concrete, or natural stone and forcing surface flaking, peeling, crumbling or chipping
- **Stairs:** Series of four or more steps, or flights of steps, joined by a landing connecting levels of a unit, which includes supports, frame, treads, and handrails
- **Steps:** Allow for changes in vertical orientation; flights of stairs are a series of four or more steps and risers and can be joined by landings to connect levels of a walkway; include supports, risers, treads, handrails, and guardrails
- **Storage:** A room in which items are kept for future use
- **Storm Drainage:** The system used to collect and dispose of surface runoff water through the use of culverts, underground structures, or natural drainage features
- **Structural Hazards:** Conditions associated with the elements of the load-bearing structural components of the building/unit; structural components include, but are not limited to the foundation, footings, foundation-bearing soil, bearing walls, posts, beams, headers, bond beams, lintels, joist, rafters, trusses, wood structural panels, and associated structural hardware such as joist hangers, straps, ties, and anchors
- **Trash Collection Areas:** Collection areas for trash/garbage common pick-up
- **Unit:** A group of rooms located within a structure forming a single habitable space with facilities used by a Tenant for living, sleeping, cooking, and eating purposes
- **Variance:** A difference between that which is required or specified and that which is permitted^{xxvi}
- **Walkways/Steps:** Passages for walking and the structures that allow for changes in vertical orientation



- **Wall Finishes:** Finishes (visible interior) lining the inside of a unit and its rooms; materials for construction include concrete, masonry block, brick, wood, glass block, plaster, gypsum, and sheet-rock; surface finish materials include paint and wall coverings
- **Walls:** The enclosure of a building, structure, unit, or rooms; materials for construction include concrete, masonry block, brick, wood, glass block, plaster, gypsum, and sheet-rock; surface finish materials include metal, wood, vinyl, stucco, paint, or wall coverings
- **Windows:** An opening in a wall or roof of a building that provides light, security, and exclusion of exterior noise, dust, heat, and cold; frame materials include wood, aluminum, vinyl, etc.

BETA



6 APPENDIX B: DEFECT DICTIONARY

Air Quality – Health and Safety

Refer to the deficiencies for:

- [Mold and/or Mildew \(Observed\)](#)
- [Propane/Natural Gas/Methane Gas \(Detected\)](#)
- [Sewer Odor \(Detected\)](#)

Auxiliary Lighting (Inoperable) – Emergency Power – Building System

Deficiency: Emergency lighting that provides illumination during power outages does not function as it should.

PASS: None

FAIL: Auxiliary lighting does not function.

Baluster/Side Railings – Stairs/Handrails – Common Area or Unit

Deficiency: The baluster or side railing is loose, damaged, or missing, limiting the safe use of this area.

Note: For balusters or side railing on a patio/porch/balcony in the Unit, see [“Patio/Porch/Balcony – Unit.”](#)

PASS: None

FAIL: The baluster or side rails enclosing the area are loose, damaged, or missing, limiting the safe use of this area.

Bathroom – Common Area or Unit

Refer to the deficiencies for:

- [Exhaust Fan \(Inoperable\)](#)
- [Shower Tub \(Damaged/Missing\)](#)
- [Toilet/Water Closet \(Damaged/Clogged/Missing\)](#)

Breakers/Fuses (Missing) – Electrical/Electrical System – Building System, Common Area, or Unit

Deficiency: In a panel board, main panel board, or other electrical box that contains circuit breakers/fuses, there is an open circuit breaker position that is not appropriately blanked-off.

PASS: None

FAIL: There is an open breaker port.

Burnt Breakers – Electrical/Electrical System – Building System, Common Area, or Unit

Deficiency: Breakers have carbon on the plastic body, or the plastic body is melted and scarred.



PASS: None

FAIL: There is any carbon residue, melted breakers, or arcing scars.

Cabinets – Common Area or Unit

Deficiency: There is evidence of missing cabinets, or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors, primarily used for storage, mounted on walls or floors.

Note: Bathrooms within the Unit are not required to have a cabinet, but if one exists it must function as designed.

PASS: In either the Unit or Common Area, 10% to 50% of the cabinets, doors, or shelves are missing, or the laminate is separating. For bathroom cabinets within the Unit, there are damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets or vanities, which are not functioning as they should for storage or their intended purpose.

FAIL: In the Unit, more than 50% of the cabinets, doors, or shelves are missing, or the laminate is separating.

Call-for-Aid (Inoperable) – Common Area or Unit

Deficiency: The system does not function as it should.

Note: The Inspector should verify the Call-for-Aid only alerts local entities (on-site) prior to testing.

PASS: None

FAIL: The system does not function as it should.

Carbon Monoxide Detector (Missing/Inoperable) – Hazards – Common Area, Health and Safety, or Unit

Deficiency: The carbon monoxide detector (where required) is missing. -OR- The carbon monoxide detector does not function as it should.

PASS: None

FAIL: The carbon monoxide detector is missing or not functioning as designed.

Ceiling – Common Area or Unit

Refer to the deficiencies for:

- [Ceiling \(Bulging/Buckling/Misaligned\)](#)
- [Ceiling \(Holes/Missing Tiles/Panels/Cracks\)](#)
- [Ceiling \(Mold/Mildew/Water Stains/Water Damage\)](#)
- [Ceiling \(Peeling/Needs Paint\)](#)



Ceiling (Bulging/Buckling/Misaligned) – Common Area or Unit

Deficiency: The ceiling is bowed, deflected, sagging, or is no longer aligned horizontally to the extent ceiling failure is possible.

Note: If the Inspector has concerns about the possibility of failure, inform the property representative that an inspection by a professional engineer is suggested.

PASS: None

FAIL: The ceiling is bulging, buckling, sagging, bowing, deflected, or is no longer horizontally aligned.

Ceiling (Holes/Missing Tiles/Panels/Cracks) – Common Area or Unit

Deficiency: The ceiling surface has cracks or punctures that may or may not penetrate completely. -OR- Panels or tiles are missing or damaged.

Note: If a hole or crack is a Health and Safety concern, record it under "[Hazards - Health and Safety](#)."

PASS: There are small holes that are no larger than a sheet of paper, 8 ½ by 11 inches. -OR- There is a hole that is larger than a sheet of paper 8 ½ by 11 inches but does not penetrate the area above. It is not possible to see through it. -OR- No hole or crack penetrates the area above. -OR- There is a crack more than 1/8 inch wide and 11 inches long that does not penetrate the area above.

FAIL: There is a hole that penetrates the area above. It is possible to see through it.

Ceiling (Mold/Mildew/Water Stains/Water Damage) – Common Area or Unit

Deficiency: There is mold or mildew, which may have been caused by saturation or surface failure or evidence of water infiltration or other moisture producing conditions.

PASS: On any ceiling, there is evidence of mold or mildew, such as a darkened area, (four square inches to one square foot). There may or may not be water visible.

FAIL: On any ceiling, it is estimated that a very large area (more than one square foot) of its surface has been substantially saturated or damaged by mold or mildew. The ceiling surface may have failed.

Ceiling (Peeling/Needs Paint) – Common Area or Unit

Deficiency: There is paint that is peeling, cracking, flaking, or otherwise deteriorated. -OR- There is a surface that is not painted.

Note: If peeling paint occurs in units built prior to 1978, which are occupied by children under the age of six, record it under "[Lead-based Paint \(Observed\) – Health and Safety](#)."

PASS: The affected area is larger than one square foot.

FAIL: None

Chimneys (Damaged) – Walls – Building Exterior, Common Area, or Unit

Deficiency: The chimney, including the part that extends above the roofline, has separated from the wall or has cracks, spalling, missing pieces, or broken sections (including chimney caps).

Note: If the condition is a Health and Safety concern, record it under “[Hazards – Health and Safety](#).”

PASS: The chimney cap is either visibly loose or damaged. -OR- The surface of the chimney shows surface damage on more than one piece of wall, for example, a few bricks or a section of siding. -OR- The surface of the chimney has holes that affect an area larger than four inches by four inches.

FAIL: Part or all of the chimney has visibly separated from the adjacent wall. -OR- There are cracked or fallen pieces or sections. -OR- There is a risk that falling pieces could create a safety hazard.

Chutes – Garbage and Debris – Common Area

Deficiency: The structure directing garbage into the appropriate storage container is missing or damaged. This includes the chute, chute door, and other components.

Note: Do not evaluate the door leading to the trash room.

PASS: None

FAIL: Garbage has backed up into chutes because the collection structure is missing or broken. Compactors or components, chute, chute door, and other components have failed.

Countertops – Common Area or Unit

Deficiency: A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

PASS: 20% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate and is not a sanitary surface on which to prepare food.

FAIL: None

Cover Plates (Missing/Broken) – Outlets/Switches/Cover Plates – Common Area or Unit

Deficiency: The flush plate used to cover the opening around a switch or outlet is damaged or missing.

PASS: An outlet or switch has a broken cover plate over a junction box, but it does not result in exposed wiring.

FAIL: A cover plate is missing or broken, resulting in exposed wiring.

Covers (Missing) – Electrical/Electrical System – Building System, Common Area, or Unit

Deficiency: The cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., with exposed electrical connections.



Note: Abandoned wires that have been capped do not pose a risk. Do not record this as a deficiency

PASS: None

FAIL: A cover is missing, and there are visible exposed electrical connections.

Dishwasher/Garbage Disposal – Kitchen – Common Area or Unit

Deficiency: A dishwasher or garbage disposal, if provided, does not function.

Note:

1. *If the drain or garbage disposal is clogged, record under “[Sink \(Clogged Drain and Leaking Faucets/Pipes\) - Common Area or Unit.](#)”*
2. *If the pipes providing water to the dishwasher are leaking, record under “[Water Supply \(Leaking\) – Domestic Water – Building Systems.](#)”*

PASS: The dishwasher or garbage disposal does not function.

FAIL: None

Domestic Water – Building Systems

Note: This does not include portion of water supply that connects to the heating and cooling system and the delivery points of the system, such as sinks and faucets in Units or Common Areas.

Refer to the deficiencies for:

- [Pressure Relief Valve \(Missing/Damaged/Inoperable\)](#)
- [Water Heater \(General Rust/Corrosion on Heater Chimney\)](#)
- [Water Heater Ventilation System \(Misaligned\)](#)
- [Water Supply \(Inoperable\)](#)
- [Water Supply \(Leaking\)](#)

Doors – Building Exterior, Common Area, or Unit

Refer to the deficiencies for:

- [Door \(Missing\)](#)
- [Door \(Screen/Storm/Security\) \(Damaged/Missing\)](#)
- [Door Alarm \(Broken/Damaged/Inoperable\)](#)
- [Door Caulking/Seals \(Deteriorated/Missing\)](#)
- [Door Frames/Threshold/Lintels/Trim \(Damaged\)](#)
- [Door Hardware/Locks \(Damaged\)](#)
- [Door Surface \(Holes/Paint/Rust/Glass/Damaged\)](#)

Doors (Missing) - Building Exterior, Common Area, or Unit

Deficiency: A door is missing.

Note:



1. If the condition is a Health and Safety concern, record it under “[Hazards – Health and Safety](#).”
2. If a Unit entry door is missing, record this as a deficiency.
3. If a bedroom door has been removed to improve access for an elderly or handicapped resident, do not record this as a deficiency.

PASS: A door, other than a Unit entry door, is missing.

FAIL: A Unit entry door is missing.

Doors (Screen/Storm/Security) (Damaged/Missing) – Building Exterior, Common Area, or Unit

Deficiency: There is damage to surfaces including screens, glass, frames, and hardware.

Note: “Missing” only applies to those situations where a security door is supposed to be present but is observed not to be there.

PASS: Any screen door or storm door is damaged or is missing screens or glass, shown by an empty frame or frames.

FAIL: A security door is not functioning or missing.

Door Alarm (Broken/Damaged/Inoperable) – Doors – Building Exterior, Common Area, or Unit

Deficiency: An alarm (where required) is broken, damaged, or not functioning on a door designed to alarm.

PASS: None

FAIL: An alarm (where required) is broken, damaged, or not functioning on a door designed to alarm.

Door Caulking/Seals (Deteriorated/Missing) – Doors – Unit

Deficiency: Caulking, sealant, and stripping designed to resist weather is missing or deteriorated.

Note: The deficiency applies only to Unit entry doors that were designed with seals. If a door shows evidence that a seal was never part of its design, do not record a deficiency.

PASS: None

FAIL: The seals/caulking is missing on a Unit entry door, or they are so damaged that they do not function as they should.

Door Frames/Threshold/Lintels/Trim (Damaged) – Doors – Building Exterior, Common Area, or Unit

Deficiency: A frame, header, jamb, threshold, lintel, or trim is warped, split, cracked, or broken.

Note:

1. If there is damage to a door’s hardware (locks, hinges, etc.), record this under “[Door Hardware/Locks \(Damaged\)](#).”

2. *If the condition is a Health and Safety concern, record it under “[Hazards - Health and Safety](#).”*

PASS: At least one door (other than Unit entry doors or fire/emergency doors) is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

FAIL: At least one Unit entry door or fire/emergency door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

Door Hardware/Locks (Damaged/Missing) – Doors – Building Exterior, Common Area, or Unit

Deficiency: The attachments to a door that provide hinging, hanging, opening, closing, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

1. *All Unit entry doors must have a working lock.*
2. *If a door is designed to have locks, the locks should work.*
3. *If a door is not designed to have locks, do not record a deficiency.*
4. *If the condition is a Health and Safety concern, record it under “[Hazards – Health and Safety](#).”*

PASS: One door does not function as it should or cannot be locked because of damaged or missing door hardware, excluding Unit entry doors.

FAIL: One door’s panic hardware does not function as it should. -OR- Any Unit entry door or fire/emergency door does not function as it should or cannot be locked because of damaged or missing door hardware.

Door Surface (Holes/Paint/Rust/Glass/Damaged) – Doors – Building Exterior, Common Area, or Unit

Deficiency: Damage includes holes, peeling/cracking/no paint, broken glass, and significant rust. There is damage to the door surface that:

- May affect either the surface protection or the strength of the door -OR-
- May compromise building security

Note: If peeling paint occurs in units built prior to 1978, which are occupied by children under the age of six, record it under “[Lead-based Paint \(Observed\) – Health and Safety](#).”

PASS: Any door has a hole or holes with a diameter ranging from ¼ inch to one inch, excluding Unit entry doors.

FAIL: Any door has a hole or holes larger than one inch in diameter, significant peeling/cracking/no paint, or rust that affects the integrity of the door surface or broken/ missing glass. -OR- A hole or holes with a diameter ranging from ¼ inch to one inch.

Electrical – Common Area or Unit

Refer to the deficiencies for:

- [Breakers/Fuses \(Missing\)](#)
- [Burnt Breakers](#)
- [Covers \(Missing\)](#)
- [Electrical Panel \(Blocked Access\)](#)
- [GFI \(Inoperable\)](#)
- [Leaks/Corrosion \(Evidence of\)](#)
- [Wiring \(Frayed\)](#)

Electrical Hazards – Health and Safety

Refer to the deficiencies for:

- [Wires/Panels \(Exposed or Open\)](#)
- [Water Leaks \(on or Near Electrical Equipment\)](#)
- [Other Electrical Hazards](#)

Electrical Panel (Blocked Access) – Electrical – Common Area or Unit

Deficiency: A fixed obstruction or item of sufficient size and weight can delay or prevent access to any panel board switch in an emergency.

Note: *If there is an item that is easy to remove, like a picture, do not note this as a deficiency.*

PASS: None

FAIL: One or more fixed items or items of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

Electrical System – Building Systems

Note: *This does not include transformers or metering that belongs to the providing utility; equipment that is part of any emergency power generating system; or terminal equipment such as receptacles, switches, or panel boards, which are located in the Unit or Common Area.*

Refer to the deficiencies for:

- [Breakers/Fuses \(Missing\)](#)
- [Burnt Breakers](#)
- [Covers \(Missing\)](#)
- [Leaks/Corrosion \(Evidence of\)](#)
- [Panel Board/Main Power Switch \(Blocked Access/Improper Storage\)](#)
- [Wiring \(Frayed\)](#)

Elevator – Building Systems and Health and Safety

Refer to the deficiencies for:

- [Elevator \(Inoperable\)](#)
- [Elevator \(Tripping Hazard\)](#)



Elevator (Inoperable) – Building System

Deficiency: The elevator will not ascend or descend. -OR- The elevator door will not open or close. -OR- The elevator door opens when the cab is not there.

Note: Some elevators are designed/programmed for special applications, for example, stopping at every floor. For these special cases, the elevator is serving its designed purpose and therefore is not deficient.

PASS: None

FAIL: The elevator does not function at all. -OR- The elevator doors open when the cab is not there.

Elevator (Tripping Hazard) – Health and Safety

Deficiency: An elevator is misaligned with the floor by more than $\frac{3}{4}$ inch. The elevator does not level as it should, which causes a tripping hazard.

PASS: None

FAIL: An elevator is misaligned with the floor by more than $\frac{3}{4}$ inch.

Emergency Power – Building System

Refer to the deficiencies for:

- [Auxiliary Lighting \(Inoperable\)](#)
- [Records \(Run-Up\)/Documentation Not Available](#)

Emergency/Fire Exits – Health and Safety

Note: These deficiencies do not apply to individual units.

Refer to the deficiencies for:

- [Emergency/Fire Exits \(Blocked/Unusable\)](#)
- [Exit Signs \(Missing\)](#)

Emergency/Fire Exits (Blocked/Unusable) – Health and Safety

Deficiency: The exit cannot be used, or exit is limited because a door or window is glued, painted, or nailed shut, a lock is broken, panic hardware is chained, debris or storage is present, or other conditions exist.

PASS: None

FAIL: The exit cannot be used, or exit is limited because a door or window is glued, painted, or nailed shut, a lock is broken, panic hardware is chained, debris or storage is present, or other conditions exist.

Erosion/Rutting Areas – Grounds – Site

Deficiency: Natural processes, weathering, erosion, gravity, or man-made processes have caused either of these conditions:

- Collection or removal of surface material
- Sunken tracks, ruts, grooves, or depressions

Note: This deficiency does not include erosion/rutting from a defined storm drainage system or in a play area. These are covered in these sections: “[Storm Drainage \(Damaged/Obstructed\) – Site](#)” and “[Play Areas and Equipment – Site](#).”

PASS: Erosion has caused surface material to collect, leading to a degraded surface that would cause water to pool in a confined area, especially next to structures, paved areas, or walkways. -OR- A rut/groove is six to eight inches wide and three to five inches deep.

FAIL: Runoff has extensively displaced soil, which has caused visible damage or the potential failure of adjoining structures or systems, such as pipes, pavements, foundations, building, etc. -OR- Advanced erosion threatens the safety of pedestrians or makes an area of the grounds unusable. -OR- A rut/groove is larger than eight inches wide by five inches deep.

Exhaust Fan (Inoperable) – Bathroom – Common Area or Unit

Deficiency: The apparatus used to exhaust air has failed.

Note:

1. *If a resident has blocked an exhaust fan but it can function properly, do not record this as a deficiency.*
2. *If a resident has disconnected a fan, consider it functional if it can be immediately reconnected during the inspection.*
3. *For ventilation purposes, if an exhaust fan does not exist, a window that can be opened must be present.*

PASS: An exhaust fan is not functioning. -OR- A bathroom window cannot be opened.

FAIL: An exhaust fan is not functioning, AND a bathroom window is not present or cannot be opened.

Exit Signs (Missing) – Emergency/Fire Exits—Health and Safety

Deficiency: Exit signs (where required), which clearly identify emergency exits, are missing. -OR- There is no adjacent or other internal illumination in operation on or near the sign.

PASS: None

FAIL: Exit signs that clearly identify all emergency exits are missing. -OR- There is no adjacent or other internal illumination in operation on or near the sign.

Extinguishers (Missing/Damaged/Expired) – Fire Protection – Building System

Deficiency: A portable fire extinguisher is not where it should be or is damaged, or the extinguisher certification has expired.

Note:

1. *This deficiency includes missing/damaged fire hoses where there are fire cabinets.*
2. *For buildings with multiple fire control systems, standpipes, sprinklers, etc., 5% or less of the extinguishers for a given building may be missing, damaged, and/or expired. In such cases do not record as a deficiency.*
3. *If the inspection tag is missing during the inspection, the accompanying POA may produce proof that the fire extinguisher certification is current. If there is such proof, do not record a deficiency for a missing tag.*

PASS: None

FAIL: A fire extinguisher is missing, damaged, discharged, overcharged, or expired.

Fencing and Gates – Site

Note: This deficiency does not include swimming pool fences or gates. Swimming pool fences and gates are covered under “[Pools and Related Structures – Common Area or Site.](#)”

Refer to the deficiencies for:

- [Fencing and Gates \(Holes/Missing Sections/Damaged/Falling/Leaning - Non-Security/Non-Safety\)](#)
- [Fencing and Gates \(Holes/Missing Sections/Damaged/Falling/Leaning - Security/Safety\)](#)

Fencing and Gates (Holes/Missing Sections/Damaged/Falling/Leaning – Non-Security/Non-Safety) – Site

Deficiency: A non-security/non-safety (for example, privacy/decorative) fence or gate is rusted, deteriorated, uprooted, missing, or contains holes.

Note:

1. *Gates for swimming pool fences are covered in “[Pools and Related Structures – Common Area or Site.](#)”*
2. *Fences designed for security/safety are addressed under “[Fencing and Gates \(Holes/Missing Sections/Damaged/Falling/Leaning – Security/Safety\) – Site.](#)”*
3. *If the non-security/non-safety fence poses any danger, note this as a Health and Safety issue under “[Hazards – Health and Safety.](#)”*

PASS: A non-security/non-safety fence or gate contains holes or deterioration/damage in greater than 25% of a fence.

FAIL: None

Fencing and Gates (Holes/Missing Sections/Damaged/Falling/Leaning — Security/Safety) — Site

Deficiency: A security/safety (i.e., perimeter/security) fence or gate is rusted, deteriorated, uprooted or missing such that it may threaten security, health, or safety.

Note:

1. Do not evaluate the fence under this item if the fence or gate is not designed for security/safety, such as keeping intruders or children out. Refer to [“Fencing and Gates \(Holes/Missing Sections/Damaged/Falling/Leaning — Non-Security/Non-Safety\) — Site.”](#)
2. Security/safety fences include perimeter fences that are designed to keep people in and/or out as well as fences around playgrounds, etc.
3. Fences less than four feet in height are to be addressed under non-security fences.
4. Gates for swimming pool fences are covered in another section, [“Pools and Related Structures — Common Area or Site.”](#)
5. If the fence can cause injury or allow bodily harm, record it under [“Hazards — Health and Safety.”](#)

PASS: A security/safety fence or gate contains small holes or related damage as defined above (smaller than 12 inches by 12 inches) in more than 25% of the fence.

FAIL: A security/safety fence or fence section contains large holes or related damage as defined above (12 inches by 12 inches or more) or is missing a section.

FHEO/UFAS — Building Exterior, Common Area, Site, or Unit

Refer to the deficiencies for:

- [FHEO/UFAS \(Main Entrance Less Than 32” Wide\)](#)
- [FHEO/UFAS \(Multi-Story Building Hallways/Common Areas Less Than 36” Wide\)](#)
- [FHEO/UFAS \(Routes Obstructed or Inaccessible to Wheelchair/Missing Accessibility Route\)](#)

FHEO/UFAS (Main Entrance Less Than 32” Wide) — Building Exterior, Common Area, Site, or Unit

Deficiency: Verify that the main entrance for each unit inspected is at least 32” wide, measured from between the face of the door and the opposite door stop.

PASS: None

FAIL: The distance between the face of the door and the opposite doorstop is not 32” wide.

FHEO/UFAS (Multi-Story Building Hallways/Common Areas Less Than 36” Wide) — Building Exterior, Common Area, or Site

Deficiency: For units within multi-story buildings, verify that the interior hallways to the inspected Units and Common Areas are at least 36” wide.

PASS: None

FAIL: The interior hallways are less than 36” wide.

FHEO/UFAS (Routes Obstructed or Inaccessible to Wheelchair/Missing Accessibility Route) – Building Exterior, Common Area, Site, or Unit

Deficiency: Verify that there is an accessible route to and from the main ground floor entrance for every building inspected. Accessible routes include level surface to the door, ramps, etc. Verify that at least one route to all outside common areas is accessible to wheelchairs (i.e., there are curb cuts, ramps, and sufficient (36”) width).

PASS: None

FAIL: There is not an accessible route. -OR- The Common Areas are either obstructed or are not accessible by wheelchairs.

Fire Escapes – Building Exterior

Refer to the deficiencies for:

- [Fire Escapes \(Blocked Egress/Ladders\)](#)
- [Fire Escapes \(Visibly Missing Components\)](#)

Fire Escapes (Blocked Egress/Ladders) — Building Exterior

Deficiency: Any part of the fire escape, including ladders, is blocked, limiting or restricting people from exiting.

Note: This deficiency includes fire escapes, fire towers, and windows on the ground floor that would be used in an emergency.

PASS: None

FAIL: Stored items or other barriers restrict or block people from exiting.

Fire Escapes (Visibly Missing Components) — Building Exterior

Deficiency: Any of the components that affect the function of the fire escape are missing.

PASS: None

FAIL: Any of the functional components that affect the function of the fire escape are missing (for example, one section of a ladder or a railing).

Fire Protection – Building System

Note: This deficiency does not include fire detection, alarm, and control devices.

Refer to the deficiencies for:

- [Extinguishers \(Missing/Damaged/Expired\)](#)
- [Sprinkler Head \(Missing\)](#)

Flammable/Combustible Materials (Improperly Stored) – Hazards – Health and Safety

Deficiency: Flammable materials or combustible materials are improperly stored near a heat or electrical source, causing the potential risk of fire or explosion.

Note: Flammable or combustible materials may include, but are not limited to, gasoline, paint thinners, kerosene, propane, paper, and boxes.

PASS: None

FAIL: Flammable materials or combustible materials are improperly stored near a heat or electrical source, causing the potential risk of fire or explosion.

Floors – Common Area or Unit

Refer to the deficiencies for:

- [Floors \(Bulging/Buckling\)](#)
- [Floors \(Hard Floor Covering Missing/Damaged Flooring/Tiles\)](#)
- [Floors \(Mold/Mildew/Water Stains/Water Damage\)](#)
- [Floors \(Peeling/Needs Paint\)](#)
- [Floors \(Rot/Deteriorated Subfloor\)](#)
- [Floors \(Soft Floor Covering Missing/Damaged\)](#)

Floors (Bulging/Buckling/Misaligned) – Common Area or Unit

Deficiency: The floor is bowed, deflected, sagging, or is no longer aligned horizontally.

Note: If there is any doubt about the severity of the condition, request an inspection by a structural engineer.

PASS: None

FAIL: The floor is bulging, buckling, sagging, or is no longer horizontally aligned.

Floors (Hard Floor Covering Missing/Damaged Flooring/Tiles) – Common Area or Unit

Deficiency: Hard flooring, terrazzo, hardwood, ceramic tile, sheet vinyl, vinyl tiles, or other similar flooring material is missing a section(s), is damaged, or presents a tripping or cutting hazard, associated with but not limited to holes or delamination.

PASS: 50% or less of any single floor surface is affected, but there are no safety problems.

FAIL: More than 50% of any single floor surface is affected. -OR- The condition causes a safety problem.

Floors (Mold/Mildew/Water Stains/Water Damage) – Common Area or Unit

Deficiency: There is mold or mildew, which may have been caused by saturation or surface failure or evidence of water infiltration or other moisture producing conditions.

PASS: On one floor, there is evidence of mold or mildew, such as a darkened area, over a large area (four square inches to one square foot). There may or may not be water visible.



FAIL: On one floor, there is a very large area (more than one square foot) of its surface, has been substantially saturated or damaged by mold or mildew. The floor surface will fail.

Floors (Peeling/Needs Paint) – Common Area or Unit

Deficiency: For painted floors, there is paint that is peeling, cracking, flaking, or otherwise deteriorated.

Note: If peeling paint occurs in units built prior to 1978, which are occupied by children under the age of six, record it under "[Lead-based Paint \(Observed\) – Health and Safety](#)."

PASS: Any area of the floor is affected.

FAIL: None

Floors (Rot/Deteriorated Subfloor) – Common Area or Unit

Deficiency: The subfloor has decayed or is decaying.

Note:

1. *If there is any doubt, cautiously apply weight to detect noticeable deflection.*
2. *This deficiency typically occurs in kitchens and bathrooms.*
3. *If the Inspector has concerns about Health and Safety, inform the property representative that an inspection by a professional engineer is suggested.*

PASS: Evidence of small areas of rot or spongy flooring is more than one square foot but less than four square feet.

FAIL: Evidence of large areas of rot or spongy flooring, more than four square feet, and applying weight causes noticeable deflection.

Floors (Soft Floor Covering Missing/Damaged) – Common Area or Unit

Deficiency: There is damaged and/or missing soft floor covering (ex: carpet, vinyl flooring/vinyl tiles).

Note: If this condition is a Health and Safety concern, record it under "[Hazards – Health and Safety](#)."

PASS: 50% or less of any single floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or seams that expose the underlining material. The covering is fully functional, and there is no safety hazard.

FAIL: More than 50% of any single soft floor covering is damaged. -OR- Damage to the soft floor covering exposes more than 50% of the underlying material.

Foundations – Building Exterior

Refer to the deficiencies for:

- [Foundations \(Cracks/Gaps\)](#)
- [Foundations \(Spalling/Exposed Rebar\)](#)

Foundations (Cracks/Gaps) – Building Exterior

Deficiency: There is a split in the exterior of the lowest structural wall.

Note:

1. Cracks showing evidence of water penetration should be evaluated here.
2. If there is any doubt about the severity of the problem, inform the property representative that an inspection by a structural engineer is suggested.
3. The deficiency is applicable to both foundation walls and floors/structure slabs.”

PASS: There are cracks more than $\frac{1}{8}$ inch wide by $\frac{1}{8}$ inch deep by six inches long. -OR- There are large pieces, for example, many bricks, which are separated or missing from the wall or floor.

FAIL: There are large cracks or gaps more than $\frac{3}{8}$ inch wide by $\frac{3}{8}$ inch deep by six inches long, a possible sign of a serious structural problem. -OR- There are cracks that are the full depth of the wall, providing opportunity for water penetration. -OR- There are sections of the wall or floor that are broken apart.

Foundations (Spalling/Exposed Rebar) – Building Exterior

Deficiency: A concrete or masonry wall is flaking, chipping, or crumbling, possibly exposing underlying reinforcing material (rebar).

Note: If there is any doubt about the severity of the problem, inform the property representative that an inspection by a structural engineer is suggested.

PASS: There is obvious, large spalled area(s) affecting 10% to 50% of any foundation wall.

FAIL: There is obvious, significant spalled area(s) affecting more than 50% of any foundation wall. -OR- There is spalling that exposes any reinforcing material, such as rebar or other.

Garbage and Debris – Common Area or Health and Safety

Refer to the deficiencies for:

- [Chutes](#)
- [Garbage and Debris \(Indoor/Outdoor\)](#)
- [Refuse Disposal \(Broken/Damaged Enclosure or Inadequate Outside Storage Space\)](#)

Garbage and Debris (Indoor/Outdoor) — Health and Safety

Deficiency: Too much garbage has gathered, more than the planned storage capacity. -OR- Garbage has gathered in an area that is not sanctioned for staging or storing garbage or debris.

PASS: None

FAIL: Too much garbage has gathered, more than the planned storage capacity. -OR- Garbage has gathered in an area that is not sanctioned for staging or storing garbage or debris.

GFI (Inoperable) – Electrical – Common Area or Unit

Deficiency: The GFI does not function.

Note:

1. To determine whether the GFI is functioning, press the self-test button in the GFI unit.
2. If this condition is a Health and Safety concern, record it under “[Electrical Hazards – Health and Safety](#).”

PASS: None

FAIL: The GFI does not function.

Graffiti – Market Appeal – Building Exterior, Common Area, Site, or Unit

Deficiency: There are crude inscriptions or drawings scratched, painted, or sprayed on a building surface, retaining wall, or fence that the public can see from 30 feet away. There are crude inscriptions or drawings scratched, painted, or sprayed on an interior building surface at one location. An interior surface includes but is not limited to walls, doors, ceiling, and floors. A location is defined as one general area in a building such as one hallway in a 10-story building or one floor of a stairwell in a five-story building.

Note: There is a difference between art forms and graffiti. If there by design in accordance with proper authorization, do not consider full wall murals and other art forms as graffiti.

PASS: There is graffiti in five or fewer places.

FAIL: There is graffiti in six or more places.

Grounds – Site

Refer to the deficiencies for:

- [Erosion/Rutting Areas](#)
- [Ponding/Site Drainage](#)
- [Retaining Walls \(Damaged/Falling/Leaning\)](#)
- [Storm Drainage \(Damaged/Obstructed\)](#)
- [Vegetation \(Overgrown/Penetrating\)](#)

Handrails (Broken/Missing) – Stairs/Handrails – Common Area or Unit

Deficiency: The handrail is damaged or missing.

PASS: None

FAIL: The handrail for four or more stairs is missing, damaged, loose, or otherwise unusable.

Handrails (Broken/Missing) – Walkways/Steps – Site

Deficiency: The handrail is damaged or missing.



PASS: None

FAIL: The handrail for four or more stairs is missing, damaged, loose, or otherwise unusable.

Hazards – Common Area, Health and Safety, or Unit

Refer to the deficiencies for:

- [Carbon Monoxide Detector \(Missing/Inoperable\)](#)
- [Flammable/Combustible Materials \(Improperly Stored\)](#)
- [Other Hazards](#)
- [Sharp Edges](#)
- [Smoke Detector](#)
- [Space Heater](#)
- [Tripping](#)

Hot Water Heater – Common Area or Unit

Note: If the hot water heater is located outside the Unit but affects the Unit, record it as a deficiency.

Refer to the deficiencies for:

- [Hot Water Heater \(General Rust/Corrosion\)](#)
- [Hot Water Heater \(Inoperable Unit/Components\)](#)
- [Hot Water Heater \(Leaking Valves/Tanks/Pipes\)](#)
- [Hot Water Heater \(Misaligned Chimney/Ventilation System\)](#)
- [Hot Water Heater \(Missing Pressure Relief Valve\)](#)

Hot Water Heater (General Rust/Corrosion) – Common Area or Unit

Deficiency: The equipment or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting, or crevices.

PASS: There is superficial surface rust. -OR- There is significant formations of metal oxides, flaking, discoloration, or a pit or crevice.

FAIL: Because of this condition, the equipment or piping does not function.

Hot Water Heater (Inoperable Unit/Components) – Common Area or Unit

Deficiency: Hot water supply is not available, because the system or its components have malfunctioned.

PASS: None

FAIL: After running, water from the hot water tap is not warmer than room temperature.

Hot Water Heater (Leaking Valves/Tanks/Pipes) – Common Area or Unit

Deficiency: There is water leaking from any hot water system component, including valve flanges, stems, bodies, domestic hot water tank, or its piping.

Note: If this condition is a Health and Safety concern, record it under “[Hazards – Health and Safety](#).”

PASS: None

FAIL: There is water leaking.

Hot Water Heater (Misaligned Chimney/Ventilation System) – Common Area or Unit

Deficiency: The exhaust system on a gas fired or oil-fired unit is misaligned.

PASS: None

FAIL: There is any misalignment of an exhaust system on a gas fired or oil-fired unit that may cause improper or dangerous venting of gases.

Hot Water Heater (Missing Pressure Relief Valve) – Common Area or Unit

Deficiency: The pressure relief valve on the unit water heating system is missing or does not extend to the floor.

PASS: None

FAIL: The pressure relief valve on the unit water heating system is either missing or does not extend to the floor.

HVAC – Building System, Common Area, or Unit

Refer to the deficiencies for:

- [HVAC \(Boiler/Pump/Cooling System Leaks\)](#)
- [HVAC \(Convection/Radiant Heat System Covers Missing/Damaged\)](#)
- [HVAC \(Fuel Supply Leaks\)](#)
- [HVAC \(General Rust/Corrosion\)](#)
- [HVAC \(Inoperable\)](#)
- [HVAC \(Misaligned Chimney/Ventilation System\)](#)
- [HVAC \(Noisy/Vibrating/Leaking\)](#)

HVAC (Boiler/Pump/Cooling System Leaks) – Building System, Common Area, or Unit

Deficiency: Coolant, water, or steam is escaping from unit casing and/or pump packing/system piping.

Note:

1. *This deficiency does not include fuel supply leaks. See “[HVAC \(Fuel Supply Leaks\) – Building System, Common Area, or Unit](#).”*
2. *Do not include steam escaping from pressure relief valves.*

3. If water containment and curb is provided, do not record as deficiency if there is standing water.
4. Condensation or sweating is not to be confused with leaking.
5. If the condition is a Health and Safety concern, record it under "[Hazards – Health and Safety](#)."

PASS: Coolant, water, or steam is escaping from unit casing and/or pump packing/system piping.

FAIL: Coolant, water, or steam is leaking from unit casing and/or pump packing/system piping to the point that the system or pumps should be shut down.

HVAC (Convection/Radiant Heat System Covers Missing/Damaged) – Common Area, or Unit

Deficiency: A cover on the convection/radiant heat system is missing or damaged, which could cause a burn or related injury.

Note: When the system is operational during an inspection and there is a Fail deficiency, a real-time hazard exists; record it under "[Hazards – Health and Safety](#)."

PASS: None

FAIL: At least one cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.

HVAC (Fuel Supply Leaks) – Building System, Common Area, or Unit

Deficiency: There is evidence that fuel is escaping from a fuel storage tank or fuel line.

PASS: None

FAIL: Any amount of fuel is leaking from the supply tank or piping.

HVAC (General Rust/Corrosion) – Building System, Common Area, or Unit

Deficiency: The equipment or associated piping and ducting shows evidence of flaking, discoloration, pitting, or crevices.

Note: If the condition is a Health and Safety concern, record it under "[Hazards – Health and Safety](#)."

PASS: There is superficial surface rust, significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice.

FAIL: The equipment or piping does not function because of this condition.

HVAC (Inoperable) – Building System, Common Area, or Unit

Deficiency: The heating, cooling, or ventilation system does not function.

Note:

1. If the HVAC system does not operate because of seasonal conditions, do not record this as a deficiency.

2. *If this condition is a Health and Safety concern, record it under “[Hazards – Health and Safety](#).”*

PASS: None

FAIL: The HVAC system does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

HVAC (Misaligned Chimney/Ventilation System) – Building System, Common Area, or Unit

Deficiency: The exhaust system on a gas fired, oil fired, or coal unit is misaligned.

PASS: None

FAIL: There is a misalignment of an exhaust system on a gas fired, oil fired, or coal unit, which causes improper or dangerous venting of gases.

HVAC (Noisy/Vibrating/Leaking) – Building System, Common Area, or Unit

Deficiency: The HVAC distribution components, including fans, are the source of unusual vibrations, leaks, or abnormal noise. Examples may include, but are not limited to, screeching, squealing, banging, shaking, etc.

PASS: The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. The system still provides enough heating or cooling to maintain a minimum temperature range in the major living areas.

FAIL: None

Infestation – Health and Safety

Refer to the deficiencies for:

- [Insects](#)
- [Rats/Mice/Vermin](#)

Insects – Infestation—Health and Safety

Deficiency: There is evidence of infestation of insects, including roaches and ants, throughout a unit or room, especially in food preparation and storage areas.

Note:

1. *This deficiency does not include infestation from rats/mice. For this deficiency, see “[Rats/Mice/Vermin – Infestation—Health and Safety](#).”*
2. *If there are baits, traps, and sticky boards showing no presence of insects, do not record this as a deficiency.*

PASS: None

FAIL: There is evidence of infestation of insects, including roaches and ants, throughout a unit or room.

Kitchen – Common Area or Unit

Refer to the deficiencies for:

- [Dishwasher/Garbage Disposal](#)
- [Range Hoods/Exhaust Fans \(Excessive Grease/Inoperable\)](#)
- [Range/Stove \(Missing/Damaged/Inoperable\)](#)
- [Refrigerator \(Missing/Damaged/Inoperable\)](#)

Laundry Area (Dryer Vent) – Common Area or Unit

Deficiency: Inadequate means are available to vent accumulated heat/lint to the outside. The dryer vent is missing, damaged, or inoperable.

PASS: None

FAIL: Dryer vent is missing, damaged, or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

Lead-based Paint (Observed) – Health and Safety

Deficiency: Surfaces show signs of deteriorated paint in a unit built before 1978 and will be occupied by a family with a child under six years of age.

Note: For deteriorated paint in homes built after 1978, see:

- [“Ceiling \(Peeling/Needs Paint\) – Common Area or Unit”](#)
- [“Floors \(Peeling/Needs Paint\) – Common Area or Unit”](#)
- [“Walls \(Stained/Peeling/Needs Paint\) – Building Exterior, Common Area, or Unit”](#)
- [“Windows \(Peeling/Needs Paint\) – Building Exterior, Common Area, or Unit”](#)

PASS: None

FAIL: Any surface show signs of deteriorated paint in a unit built before 1978 and will be occupied by a family with a child under six years of age.

Leaks/Corrosion (Evidence of) – Electrical/Electrical System – Building System, Common Area, or Unit

Deficiency: There are liquid stains (example: water stains), rust marks, or other signs of corrosion on electrical enclosures or hardware.

Note: Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.

PASS: None

FAIL: Any corrosion affects the condition of the components that carry current. -OR- Any stains or rust on the interior of electrical enclosures. -OR- Any evidence of water leaks in the enclosure or hardware.

Lighting – Building Exterior, Common Area, or Unit

Refer to the deficiencies for:

- [Lighting \(Missing/Broken Bulbs\)](#)
- [Lighting \(Missing/Damaged/Inoperable Fixtures\)](#)

Lighting (Missing/Broken Bulbs) – Building Exterior, Common Area, or Unit

Deficiency: Includes missing or broken bulbs. This deficiency applies to all lighting.

Note:

1. *If a damaged bulb presents a safety hazard, rate it as a Fail, and record it as a Health and Safety concern (record under “[Electrical Hazard – Health and Safety](#)”). If the bulb is broken and the open socket is readily accessible to the Tenant during day-to-day use, rate it as a Fail, and record an LTE Fail.*
2. *If there is lighting that is not directly attached to a specific building, assign it to the nearest building.*

PASS: 50% or less of the bulbs surveyed are broken or missing, but this does not constitute an obvious safety hazard.

FAIL: More than 50% of the bulbs surveyed are broken or missing.

Lighting (Missing/Damaged/Inoperable Fixtures) –Common Area, or Unit

Deficiency: A lighting fixture is damaged, missing, or does not function as it should. The malfunction may be in the total system or components, excluding light bulbs.

Note:

1. *To conserve energy during daytime or in low-use areas, many facilities use alternate lights that are triggered by either a sensor or a timer. If these kinds of lights are present, ask the accompanying POA to verify that these conservation systems are in place.*
2. *Within a Unit, both kitchens and bathrooms must have a permanent ceiling or wall-mounted light fixture.*
3. *If there is lighting that is not directly attached to a specific building, assign it to the nearest building.*

PASS: None

FAIL: In Common Area(s) only, 20% or more of the permanent lighting fixtures are missing or damaged to the point where they do not function. This results in inadequate lighting. -OR- In any room in the Unit, a permanent lighting fixture (where required) is missing or not functioning, and no other switched light source is functioning in the room. -OR- In any Unit kitchen or bathroom a permanent ceiling or wall-mounted light fixture is missing or not functioning, and no other switched light source is functioning in the room.

Litter – Market Appeal – Common Area or Site

Deficiency: There is a disorderly accumulation of objects on the property, especially carelessly discarded trash.

Note: Inspectors will judge litter as they would judge the condition of a city park in America. Do not include the following as litter:

- a. Litter left behind in the path of a recent garbage collection.
- b. Litter that maintenance personnel are collecting and removing during the inspection.

PASS: There is excessive litter on the property.

FAIL: None

Mailboxes – Common Area and Site

Deficiency: The U.S. Postal Service resident/unit mailbox is either missing or so damaged that it does not function properly.

Note: Do not inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service “blue boxes.”

PASS: The U.S. Postal Service resident/unit mailbox cannot be locked. -OR- The U.S. Postal Service resident/unit mailbox is missing.

FAIL: None

Market Appeal – Common Area or Site

Note: Evaluate only those areas or structures that are under the control of the housing provider.

Refer to the deficiencies for:

- [Graffiti](#)
- [Litter](#)

Mold and/or Mildew (Observed) – Air Quality – Health and Safety

Deficiency: There is mold or mildew or evidence of water infiltration or other moisture producing conditions.

Note:

1. If the area has at least one square foot of mold or mildew, record it as a deficiency.
2. If mold and/or mildew occurs on ceilings, floors, or walls, record the deficiency under: (a) [Ceilings \(Mold/Mildew/Water Stains/Water Damage\)](#), (b) [Floors \(Mold/Mildew/Water Stains/Water Damage\)](#), or (c) [Walls \(Mold/Mildew/Water Stains/Water Damage\)](#).

PASS: There is less than one square foot of mold or mildew.

FAIL: There is at least one square foot of mold or mildew.

Other Electrical Hazards – Electrical Hazards – Health and Safety

Deficiency: If there are any other hazardous electrical conditions posing risk of bodily injury, note them.

Note:

1. *“Other” includes electrical hazards not specifically defined elsewhere.*
2. *For hazards not listed that are not specifically electrical hazards, record the deficiency under [“Other Hazards – Hazards – Health and Safety.”](#)*

PASS: None

FAIL: If there are any other hazardous electrical conditions posing risk of bodily injury, note them.

Other Hazards – Hazards – Health and Safety

Deficiency: If there are any other general deficiencies or hazards posing risk of bodily injury, note them.

Note: “Other” includes hazards not specifically defined elsewhere.

PASS: None

FAIL: If there are any other general deficiencies or hazards posing risk of bodily injury, note them.

Outlets/Switches/Cover Plates – Common Area or Unit

Refer to the deficiencies for:

- [Cover Plates \(Missing/Broken\)](#)
- [Outlets/Switches \(Missing\)](#)

Outlets/Switches (Missing) – Outlets/Switches/Cover Plates – Common Area or Unit

Deficiency: An outlet, switch, or both are missing.

Note:

1. *This deficiency does not apply to empty junction boxes that were not intended to contain an outlet or switch.*
2. *If this condition is a Health and Safety concern, record it under [“Electrical Hazards – Health and Safety.”](#)*

PASS: None

FAIL: An outlet, switch, or both are missing.

Panel Board/Main Power Switch (Blocked Access/Improper Storage) – Electrical System – Building System

Deficiency: A fixed obstruction or item of sufficient size and weight that can delay or prevent access to any panel board or main power switch in an emergency.

Note:

1. If the panel board or main power switch is locked but authorized personnel can quickly gain access, do not record it as a deficiency.
2. If the condition is a Health and Safety concern, record it under [“Flammable/Combustible Materials \(Improperly Stored\) – Hazards – Health and Safety.”](#)

PASS: None

FAIL: Any fixed items or items of sufficient size and weight impede access to the building system’s electrical panel during an emergency.

Parking Lots/Driveways/Roads – Site

Refer to the deficiencies for:

- [Parking Lots/Driveways/Roads \(Cracks/Settlement/Heaving/Loose Materials/Potholes\)](#)
- [Parking Lots/Driveways/Roads \(Ponding\)](#)

Parking Lots/Driveways/Roads (Cracks/Settlement/Heaving/Loose Materials/Potholes) – Site

Deficiency: There are visible faults in the pavement: longitudinal, lateral, alligator cracks, etc. The pavement sinks or rises because of the failure of sub-base materials.

Note:

1. Do not include cracks on walkways/steps.
2. Relief joints are there by design; do not consider them cracks.
3. Repaired/sealed cracks should not be considered a deficiency.
4. When observing trafficability, consider the capacity to support people on foot, in wheelchairs, and using walkers or canes, etc.
5. If the height differential is greater than $\frac{3}{4}$ inch but the affected area is less than 10% of the property’s parking lots/driveways/roads, consider this a safety hazard. If the condition of the surface could cause tripping or falling, record this deficiency under [“Hazards – Health and Safety.”](#)
6. This deficiency should only be applied to areas used by the Tenant.

PASS: Damaged pavement as defined above is greater than $\frac{3}{4}$ inch, cracks, settlement, hinging/tilting, loose materials, pot holes, or missing section(s) that affect traffic ability over more than 10% of the property’s parking lots/driveways/roads. Note a deficiency if there are cracks on more than 10% of the paved area.

FAIL: Damaged pavement as defined above has made a parking lot/driveway unusable/impassable for the Tenant.

Parking Lots/Driveways/Roads (Ponding) — Site

Deficiency: Water or ice has accumulated in a depression on an otherwise flat plane.

Note:

Consider the impact of any measurable precipitation, $\frac{1}{10}$ inch or more, during the last 48 hours. Note the deficiency only if there is clear evidence that the ponding is a persistent or long-standing problem.

PASS: Between one and three inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway/road. The parking lot/driveway/road is passable.

FAIL: More than three inches of water has accumulated making 5% or more of a parking lot/driveway/road unusable or unsafe.

Patio/Porch/Balcony/Deck — Unit

Deficiency: A baluster or side railing on the porch/patio/balcony/deck is loose, damaged or does not function, which limits the safe use of this area. Protective railings are required when porches, balconies, and stoops are thirty inches off the ground.”

PASS: None

FAIL: The baluster or side rails enclosing this area are loose, damaged, or missing, limiting the safe use of this area. -OR- Protective railings (where required) are less than thirty inches off the ground.

Play Areas and Equipment — Site

Refer to the deficiencies for:

- [Play Areas and Equipment \(Damaged/Broken Equipment\)](#)
- [Play Areas and Equipment \(Deteriorated Play Area Surface\)](#)

Play Areas and Equipment (Damaged/Inoperable/Broken Equipment) — Site

Deficiency: Equipment is broken into pieces, shattered, incomplete, or inoperable.

Note: Do not evaluate equipment the POA states have been withdrawn from service, except when safety is still a concern, such as sharp edges, dangerous leaning, etc. For example, if the POA removed the net and hoop from a basketball backboard and the backboard poses no safety hazards, it is not a deficiency.

PASS: 20% or more of the equipment does not operate as it should but poses no safety risk.

FAIL: There is equipment posing a threat to safety and could cause injury.

Play Areas and Equipment (Deteriorated Play Area Surface) — Site

Deficiency: There is damage to a play area surface caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.



Note: If the play area surface could cause tripping or falling, record this deficiency under [“Hazards – Health and Safety.”](#)

PASS: 20% to 50% of the total surveyed play area surface shows deterioration.

FAIL: More than 50% of the surveyed play area surface shows deterioration.

Ponding/Site Drainage – Grounds – Site

Deficiency: Water or ice has collected in a depression or on ground where ponding was not intended.

Note:

1. *This deficiency does not include detention/retention basins or ponding on paved areas, such as parking lots:*
 - Detention/retention basins are covered in [“Storm Drainage \(Damaged/Obstructed\) – Site.”](#)
 - Ponding on paved areas is covered in [“Parking Lots/Driveways/Roads – Site.”](#)
2. *If there has been measurable precipitation ($\frac{1}{10}$ inch or more) during the previous 48 hours, consider the impact on the extent of the ponding.*
3. *Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.*

PASS: An accumulation of water or ice (three to five inches deep) affects the use of at least 100 square feet of the grounds, but the grounds are generally usable.

FAIL: There is an accumulation of water or ice more than five inches deep over 100 square feet. - OR- Accumulation has made a large section of the grounds, more than 20%, unusable for its intended purpose. For example, ponding has made a recreational field unusable.

Pools and Related Structures – Common Area or Site

Refer to the deficiencies for:

- [Pools and Related Structures \(Damaged/Not Intact Fencing/Gates\(s\)\)](#)
- [Pools and Related Structures \(Inoperable\)](#)

Pools and Related Structures (Damaged/Not Intact Fencing/Gate(s)) – Common Area or Site

Deficiency: The fencing and/or gate(s) around the swimming pool are damaged.

PASS: None

FAIL: There is any damage that could compromise the integrity of the fence and/or gate(s).

Pools and Related Structures (Inoperable) – Common Area or Site

Deficiency: The pool was not in operation during the inspection.

Note: If the pool is open for the season, it should be operational. If the pool is closed for the season, do not record this as a deficiency.

PASS: None

FAIL: The pool is not operational. -OR- There are unsafe conditions at the pool/pool area that could cause an injury.

Pressure Relief Valve (Missing/Damaged/Inoperable) – Domestic Water – Building System

Deficiency: The pressure relief valve on the central hot water heating system is missing, damaged, inoperable, or does not extend to the floor. The end of the pressure relief valve or its extension on a hot water heating system must be no more than 18" from the floor or piped to the designed system, otherwise it must be recorded as a deficiency.

Note: A blocked pressure relief valve is considered inoperable.

PASS: None

FAIL: There is no pressure relief valve. -OR- The pressure relief valve does not extend to the floor. -OR- The pressure relief valve is damaged or inoperable.

Propane/Natural Gas/Methane Gas (Detected) – Air Quality – Health and Safety

Deficiency: Strong propane, natural gas, or methane gas odors are detected, which could:

- Pose a risk of explosion/fire
- Pose a health risk if inhaled

PASS: None

FAIL: There is any indication of a propane/natural gas/methane gas.

Ramp (Pedestrian/Wheelchair) – Walkways/Steps – Common Area or Unit

Deficiency: A pedestrian walkway or wheelchair ramp is damaged or does not function as it should.

PASS: A walkway or ramp shows signs of deterioration and requires repair, but it can be used by people on foot, in wheelchairs, or using walkers, respectively.

FAIL: A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers, respectively.

Range Hood/Exhaust Fans (Excessive Grease/Inoperable) – Kitchen – Common Area or Unit

Deficiency: The apparatus that draws out cooking exhaust does not function or has accumulated grease.

PASS: An accumulation of dirt, grease, or other barrier noticeably reduces the free passage of air, but the apparatus is still operational.

FAIL: The exhaust fan does not function. -OR- It is estimated that the flue may be completely blocked.

Range/Stove (Missing/Damaged/Inoperable) – Kitchen – Common Area or Unit

Deficiency: The unit is missing or damaged.

Note:

1. *Before the inspection starts, the Inspector should be given a list of units under UFAS. Do not record these disconnected or partially disconnected ranges/stoves as a deficiency.*
2. *If this condition is a Health and Safety concern, record it under "[Hazards – Health and Safety](#)."*
3. *A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished to both subsidized and unsubsidized tenants in the same building or premises.*

PASS: The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges, flames are not distributed equally.

FAIL: The unit is missing. -OR- One or more burners are not functioning. -OR- The pilot light is out on one or more burners. -OR- The oven is not functioning.

Rats/Mice/Vermin – Infestation—Health and Safety

Deficiency: There is evidence of rats or mice sightings, rat or mouse holes, or droppings.

Note:

1. *This does not include infestation from insects. For this deficiency, see "[Insects – Infestation—Health and Safety](#)."*
2. *If there are baits, traps, or sticky boards showing no presence of vermin, do not record this as a deficiency.*

PASS: None

FAIL: There is evidence of rats or mice, sightings, rat or mouse holes, or droppings.

Records (Run-Up)/Documentation Not Available – Emergency Power – Building System

Deficiency: Records are not properly maintained or available.

PASS: Current records, from the last 12 months, are lost, but older records are properly maintained and available.

FAIL: No records are available.

Refrigerator (Missing/Damaged/Inoperable) – Kitchen – Common Area or Unit

Deficiency: The refrigerator is missing or does not cool adequately for the safe storage of food.

PASS: The refrigerator has an excessive accumulation of ice. -OR- The seals around the doors are deteriorated.

FAIL: The refrigerator is missing. -OR- The refrigerator does not cool adequately for the safe storage of food.

Refuse Disposal (Broken/Damaged Enclosure or Inadequate Outside Storage Space) – Garbage and Debris – Site

Deficiency: The outdoor enclosed area used as a trash/refuse site is broken or damaged, including its walls. -OR- The area is too small to properly store refuse until disposal.

Note: This does not include areas not designed as trash/refuse enclosures, such as curb pick-up.

PASS: A single wall or gate of the enclosure has collapsed or is leaning and is in danger of falling. -OR- Trash cannot be stored in the designated area because it is too small to store refuse until disposal.

FAIL: None

Retaining Walls (Damaged/Falling/Leaning) – Grounds – Site

Deficiency: A retaining wall structure is deteriorated, damaged, falling, or leaning.

PASS: A retaining wall shows some signs of deterioration, damage, falling or leaning, but it still functions as it should, and it is not a safety risk.

FAIL: A retaining wall is damaged and has failed or is a safety risk.

Roofs – Building Exterior

Refer to the deficiencies for:

- [Roofs \(Damaged Soffits/Fascia\)](#)
- [Roofs \(Damaged Vents\)](#)
- [Roofs \(Damaged/Clogged Drains\)](#)
- [Roofs \(Damaged/Torn Membrane/Missing Ballast\)](#)
- [Roofs \(Missing/Damaged Components from Downspout/Gutter\)](#)
- [Roofs \(Missing/Damaged Shingles\)](#)
- [Roofs \(Ponding\)](#)
- [Roof Exhaust System \(Inoperable Fans\)](#)

Roofs (Damaged Soffits/Fascia/Soffit Vents) — Building Exterior

Deficiency: There is damage to soffit, fascia, soffit vents, or associated components, which may provide opportunity for water penetration or other damage from natural elements.

Note: If there is any doubt about the severity of the condition, an inspection by a roofing specialist is recommended.

PASS: There is damage to soffits, fascia or soffit vents but no obvious opportunities for water penetration.

FAIL: Soffits, fascia or soffit vents, which should be present, are missing or so damaged that water penetration is visibly possible.

Roofs (Damaged/Missing Vents) — Building Exterior

Deficiency: Damaged vents on or extending through the roof surface or components are damaged or missing. Vents include ridge vents, gable vents, plumbing vents, gas vents, and others.

Note: This deficiency does not include exhaust fans on the roof or soffit vents:

- a. Exhaust fans are covered under [“Roof Exhaust System \(Inoperable Fans\) – Roofs – Building System.”](#)
- b. Soffit vents are covered under [“Roofs \(Damaged Soffits/Fascia/Soffit Vents\) — Building Exterior.”](#)

PASS: The vents are visibly damaged but do not present an obvious risk to promote further roof damage.

FAIL: Vents are missing or so visibly damaged that further roof damage is possible.

Roofs (Damaged/Clogged Drains) — Building Exterior

Deficiency: The drainage system does not effectively remove water. Generally, this deficiency applies to flat roofs.

Note:

1. This deficiency does not include gutters and downspouts. For these, see [“Roofs \(Missing/Damaged Components from Downspout/Gutter\) — Building Exterior.”](#)
2. If there has been measurable precipitation ($\frac{1}{10}$ inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or longstanding problem.
3. If there is any doubt about the severity of the condition, an inspection by a roofing specialist is recommended.

PASS: There is debris around or in a drain but no evidence of ponding. -OR- The drain is damaged or partially clogged with debris, but the drain system still functions, and there is no evidence of ponding.

FAIL: The drain is so damaged or clogged with debris that the drain no longer functions, as shown by ponding.

Roofs (Damaged/Torn Membrane/Missing Ballast) — Building Exterior

Deficiency: In the membrane or flashing, there is damage that is a rip or tear, including punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen, and similar materials are all subject to tears and punctures.

Note: If the condition warrants further inspection, inspection by a roofing specialist is recommended.

PASS: Ballast has shifted and no longer functions as it should.

FAIL: There are signs of damage, as defined above, to the membrane, which may result in water penetration.

Roofs (Missing/Damaged Components from Downspout/Gutter) — Building Exterior

Deficiency: Components of the drainage system, including gutters, leaders, downspouts, splash blocks, and drain openings, are missing or damaged.

Note: This deficiency does not include clogged drains. For clogged drains, see “[Roofs \(Damaged/Clogged Drains\) — Building Exterior](#).”

PASS: Splash blocks or drainage system components are missing or damaged, but there is no visible damage to the roof, structure, exterior wall surface, or interior.

FAIL: Drainage system components are missing or damaged, causing visible damage to the roof, structure, exterior wall surface, or interior.

Roofs (Missing/Damaged Shingles) — Building Exterior

Deficiency: Shingles are missing or damaged, including cracking, warping, cupping, and other deterioration.

Note:

1. A square is 100 square feet.
2. If there is any doubt about the severity of the condition, recommend an inspection by a roofing specialist.

PASS: None

FAIL: One or more square of surface material or shingles is missing or damaged from roof areas.

Roofs (Ponding) — Building Exterior

Deficiency: There is evidence of areas of standing water, such as roof depression, mold ring, or effervescence water ring.

Note:

1. If there has been measurable precipitation ($\frac{1}{10}$ inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or longstanding problem.
2. If there is any doubt of the severity of the condition, recommend an inspection by a roofing specialist.

PASS: None

FAIL: There is evidence of standing water on the roof causing potential or visible damage to roof surface or underlying materials.

Roof Exhaust System (Inoperable/Missing Fans) – Roofs—Building System

Deficiency: The ventilation system/roof exhaust fans to exhaust air from building areas, such as the kitchen or bathroom, does not function.

Note:



1. *The Roof Exhaust System does not include elements related to the HVAC System.*
2. *The Inspector shall determine if the fans are event activated, for example, fire, timer, etc. If so, there is no deficiency.*
3. *“Missing” only refers to the case where there were fans to begin with. If a fan was not included in the design, do not record a deficiency.*

PASS: None

FAIL: The roof exhaust fan unit does not function, is damaged to the point of being inoperable, or is missing.

Sanitary System – Building System

Note: This deficiency does not include site storm drainage. Refer to “[Storm Drainage \(Damaged/Obstructed\) – Site.](#)”

Refer to the deficiencies for:

- [Sanitary System \(Broken/Leaking/Clogged Pipes or Drains\)](#)
- [Sanitary System \(Missing Drain/Cleanout/Manhole Covers\)](#)

Sanitary System (Broken/Leaking/Clogged Pipes or Drains) — Building System

Deficiency: A drain is broken or clogged, or components of the sanitary system are leaking.

PASS: None

FAIL: There are active leaks in or around the system components. -OR- There is evidence of standing water, puddles, or ponding, a sign of leaks or clogged drains.

Sanitary System (Missing Drain/Cleanout/Manhole Covers) — Building System

Deficiency: A protective cover is missing.

Note:

1. *This deficiency also includes covers seen while walking the site.*
2. *If the condition is a Health and Safety concern, record it under “[Air Quality – Health and Safety.](#)”*

PASS: None

FAIL: A protective cover is missing.

Sewer Odor (Detected) – Air Quality – Health and Safety

Deficiency: Sewer odors are detected.

PASS: None

FAIL: There is any indication of sewer odor.

Sharp Edges – Hazards — Health and Safety

Deficiency: There is any physical deficiency that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

PASS: None

FAIL: There is any physical deficiency that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

Shower/Tub (Damaged/Missing) – Bathroom – Common Area or Unit

Deficiency: The shower, tub, or components are damaged or missing. This includes associated hardware, such as grab bars, shower doors, etc.

Note:

1. *This deficiency does not include leaking faucets and pipes. See “[Sink \(Clogged Drains and Leaking Faucets/Pipes\) - Common Area or Unit.](#)”*
2. *If there is a stopper near the shower/tub area, do not record it as a deficiency.*

PASS: A stopper is missing. -OR- The shower or tub can be used, but there are cracks or extensive discoloration in more than 50% of the basin.

FAIL: The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.

Sink – Common Area or Unit

Refer to the deficiencies for:

- [Sink \(Clogged Drains and Leaking Faucets/Pipes\)](#)
- [Sink \(Damaged/Missing\)](#)

Sink (Clogged Drains and Leaking Faucets/Pipes) – Common Area or Unit

Deficiency: A basin is missing or shows signs of deterioration or distress.

PASS: Water does not drain freely, but the fixtures can be used. -OR- There is a leak or drip contained by the basin, and the faucet or pipe can be used.

FAIL: The fixtures are not usable because the drain is completely clogged or shows extensive deterioration. There is a steady leak that is adversely affecting the area around it. -OR- The faucet or pipe cannot be used.

Sink (Damaged/Missing) – Common Area or Unit

Deficiency: A sink, basin, faucet, or accessories are missing, damaged, or not functioning.

Note: There must be separate sinks for the kitchen and bathroom within the Unit. If there is a stopper is missing from a Common Area sink, do not record this as a deficiency. In a bathroom, a missing stopper is a deficiency; however, if there is a stopper in the sink area, do not record a deficiency.

PASS: There is extensive discoloration or cracks in over 50% of the basin, but the sink can be used. -OR- A stopper is missing

FAIL: The sink or associated hardware have failed or are missing. The sink cannot be used.

Smoke Detector – Hazards – Common Area, Health and Safety, or Unit

Deficiency: A smoke detector will not activate. -OR- A smoke detector is missing from a Unit. -OR- A hardwired smoke detector is missing from a Common Area.

Note:

1. *There must be at least one smoke detector on each level in the Unit.*
2. *If a smoke detector is present in a Common Area, it must function as it should.*
3. *“Missing” means that evidence suggests unauthorized personnel have removed a hardwired smoke detector that should be there.*
4. *If two or more smoke detectors are on the same level in visible proximity, at least one of the smoke detectors must function as it should.*

PASS: None

FAIL: A single smoke detector is missing or does not function as it should.

Space Heater – Hazards – Common Area, Health and Safety, or Unit

Deficiency: A fuel fired space heater (if present) is not properly vented or lacks available combustion air, or the safety devices are missing or damaged.

PASS: None

FAIL: A fuel fired space heater is not properly vented or lacks available combustion air. OR The safety devices are missing or damaged.

Sprinkler Head (Missing) – Fire Protection – Building System

Deficiency: There is a sprinkler head, or its components, connected to the central fire protection system is either missing, visibly disabled, painted over, blocked, or capped.

Note:

1. *Components include escutcheon plates, test plugs, drains, and test fittings.*
2. *Do not record a deficiency if there are small amounts of paint on the sprinkler head that do not affect the functionality of the sprinkler*

PASS: None

FAIL: Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped.

Stairs/Handrails – Common Area or Unit

Refer to the deficiencies for:

- [Baluster/Side Railings](#)
- [Handrails \(Broken/Missing\)](#)

- [Stairs \(Broken/Damaged/Missing Steps\)](#)

Stairs (Broken/Damaged/Missing Steps) – Stairs/ Handrails – Common Area or Unit

Deficiency: The horizontal tread or stair surface is damaged or missing.

PASS: None

FAIL: A step is broken or missing.

Storm Drainage (Damaged/Obstructed) — Grounds – Site

Deficiency: If the storm drains are structurally unsound/damaged, are blocked/obstructed by accumulated debris, or present other safety hazards.

PASS: The system is partially blocked by debris, causing backup into adjacent area(s).

FAIL: The system is structurally unsound/damaged or completely blocked, or a large segment of the system has failed because debris has caused backups into adjacent area(s) or runoffs into areas where runoffs are not intended.

Toilet/Water Closet (Damaged/Clogged/Missing) – Bathroom – Common Area or Unit

Deficiency: A toilet/water closet is damaged or missing.

PASS: Fixture elements, seat, flush handle, or other elements are missing or damaged. -OR- The toilet seat is cracked, or the hinge is broken.

FAIL: The bowl is fractured or broken and cannot retain water. -OR- The toilet/water closet is missing. -OR- There is a hazardous condition. -OR- The toilet/water closet cannot be flushed because of obstruction or another deficiency.

Tripping – Hazards—Health and Safety

Deficiency: There is any physical deficiency posing a tripping risk, generally in walkways or other traveled areas. Typically, the deficiency must present at least a $\frac{3}{4}$ inch deviation.

PASS: None

FAIL: There is any physical deficiency posing a tripping risk, generally in walkways or other traveled areas. Typically, the deficiency must present at least a $\frac{3}{4}$ inch deviation.

Vegetation (Overgrown/Penetrating) – Grounds – Site

Deficiency: Plant life has spread to unacceptable areas, unintended surfaces, or has grown in areas where it was not intended to grow.

PASS: Vegetation is extensive and dense; it is difficult to see broken glass, holes, and other hazards. -OR- Vegetation contacts or penetrates an unintended surface, such as buildings, gutters, fences/walls, roofs, HVAC units, etc., but there is no visible damage. -OR- Extensive, dense vegetation obstructs the intended path of walkways or roads, but the path is still passable.

FAIL: Plants have visibly damaged a component, area, or system of the property or have made them unusable/impassable.

Walkways/Steps – Common Area, Site, or Unit

Refer to the deficiencies for:

- [Handrails \(Broken/Missing\)](#)
- [Ramp \(Pedestrian/Wheelchair\)](#)
- [Walkways/Steps \(Cracks/Settlement/Heaving\)](#)
- [Walkways/Steps \(Spalling\)](#)

Walkways/Steps (Cracks/Settlement/Heaving) – Site

Deficiency: Visible faults in the pavement: longitudinal, lateral, alligator, etc. -OR- Pavement that sinks or rises because of the failure of sub-base materials.

Note:

1. *Do not include cracks on parking lots, driveways, or roads.*
2. *Relief joints are there by design; do not consider them cracks.*
3. *Repaired/sealed cracks should not be considered a deficiency.*
4. *If the walkways or steps could cause tripping or falling, record this deficiency under [“Hazards – Health and Safety.”](#)*

PASS: Damaged, as defined above, is greater than $\frac{3}{4}$ inch, hinging/tilting, or missing section(s) that affect more than 5% of the property's walkways/steps.

FAIL: None

Walkways/Steps (Spalling) – Site

Deficiency: A concrete or masonry walkway is flaking, chipping, or crumbling, possibly exposing underlying reinforcing material. This is a deficiency if 5% or more of the property's walkways/steps are affected. For example, 50 square feet out of 1,000 square feet.

Note: When observing traffic ability, consider the capacity to support people on foot, in wheelchairs, and using walkers.

PASS: More than 5% of the walkway/steps have areas of spalling.

FAIL: None

Walls – Building Exterior, Common Area or Unit

Note: This does not include foundation walls.

Refer to the deficiencies for:

- [Chimneys \(Damaged\)](#)
- [Walls \(Bulging/Buckling\)](#)
- [Walls \(Cracks/Gaps\)](#)

- [Walls \(Damaged Interior\)](#)
- [Walls \(Missing Pieces/Holes/Spalling\)](#)
- [Walls \(Missing/Damaged Caulking/Mortar\)](#)
- [Walls \(Mold/Mildew/Water Stains/Water Damage\)](#)
- [Walls \(Stained/Peeling/Needs Paint\)](#)
- [Wall Surface/Trim \(Damaged/Deteriorated\)](#)

Walls (Bulging/Buckling) — Building Exterior, Common Area, or Unit

Deficiency: A wall is bowed, deflected, sagging, or is no longer aligned horizontally or vertically.

Note: If there is any doubt about the severity of the condition, recommend an inspection by a structural engineer.

PASS: None

FAIL: There is bulging, buckling, sagging, or a lack of horizontal or vertical alignment.

Walls (Cracks/Gaps) – Building Exterior, Common Area, or Unit

Deficiency: There is a split, separation, or gap in the exterior walls.

Note:

1. *If there are both cracks/gaps and missing pieces/holes/spalling, do not record both. If both deficiencies exist, record only one.*
2. *Cracks that have been repaired or sealed properly should not be considered a deficiency.*
3. *If there is any doubt of the severity of the condition, recommend an inspection by a structural engineer.*
4. *If a crack or gap is a Health and Safety concern, record it under “Hazards – Health and Safety.”*

PASS: There is a crack or gap that is between 1/8 and 3/8 inch wide by 1/4-inch deep by six inches long on exterior walls, or there is a crack less than 1/8-inch wide and 11 inches long on interior walls. -OR- There are pieces, for example, many bricks, separated from the wall.

FAIL: There is a large crack or gap that is more than 3/8-inch wide or deep by six inches long, possibly a sign of a serious structural problem on exterior walls, or there is a crack greater than 1/8-inch wide and 11 inches long.) -OR- There is a crack or gap that is the full depth of the wall, providing opportunity for water penetration. -OR- There are sections of the wall that are broken apart.

Walls (Damaged Interior) — Common Area or Unit

Deficiency: There are holes and/or punctures in the wall surface, which may or may not penetrate completely. Panels or tiles may be missing or damaged.

Note:

1. This deficiency does not include small holes from hanging pictures, etc.
2. Control joints/construction joints should not be recorded as a deficiency.
3. If a hole or puncture is a Health and Safety concern, record it under “Hazards – Health and Safety.”

4. If the Inspector have concerns about the possibility of failure, inform the property representative that an inspection by a professional engineer is suggested.

PASS: In a wall, there is a hole, missing tile or panel, or other damage between one square inch and 8 ½ inches by 11 inches. The hole does not penetrate the adjoining room/area. It is not possible see through it to the adjoining area.

FAIL: In a wall, there is a hole, missing tile or panel, or other damage larger than a sheet of paper, 8 ½ inches by 11 inches. -OR- Any hole does penetrate an adjoining room/area, and it is possible to see through it to the adjoining area.

Walls (Missing Pieces/Holes/Spalling) — Building Exterior, Common Area, or Unit

Deficiency: There is deterioration of the exterior wall surface, including missing pieces, holes, or spalling. This may also be attributed to:

—Rotting materials. -OR-

—A concrete, stucco, or masonry wall that is flaking, chipping, or crumbling.

Note: Fail: If there is any doubt about the severity of the condition, recommend an inspection by a structural engineer.

PASS: There is a missing piece, for example, a single brick or section of siding, or a hole larger than ½ inch in diameter. -OR- There is deterioration affecting an area up to 8 ½ inches by 11 inches.

FAIL: There is see deterioration that exposes any reinforcing material (rebar). -OR- There is more than one missing piece, for example, a few bricks or a section of siding, or holes affecting an area larger than 8 ½ inches by 11 inches. -OR- There is a hole of any size that completely penetrates the exterior wall.

Walls (Missing/Damaged Caulking or Mortar) — Building Exterior, Common Area, or Unit

Deficiency: Caulking designed to resist weather or mortar is missing or deteriorated.

Note: This does not include caulking relative to doors and windows; they are covered in other areas. Address all other caulking here.

PASS: Mortar is missing around a masonry unit. -OR- Caulking is deteriorated.

FAIL: None

Walls (Mold/Mildew/Water Stains/Water Damage) — Building Exterior, Common Area, or Unit

Deficiency: There is mold or mildew, which may have been caused by saturation or surface failure or evidence of water infiltration or other moisture producing conditions.

PASS: On one wall, there is evidence of mold or mildew, such as a darkened area, over a large area (four square inches to one square foot). There may or may not be water visible.

FAIL: On one wall, there is a very large area (more than one square foot) of its surface has been substantially saturated or damaged by mold, or mildew. The wall surface may have failed.

Walls (Stained/Peeling/Needs Paint) — Building Exterior, Common Area, or Unit

Deficiency: Paint is peeling, cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint.

Note:

1. *If peeling paint occurs in units built prior to 1978, which are occupied by children under the age of six, record it under "[Lead-based Paint \(Observed\) – Health and Safety](#)."*
2. *This does not include walls that are not intended to have paint, such as most brick walls, etc.*
3. *Before the inspection starts, the Inspector should be notified of UFAS units. For the units on this list, do not record as deficiencies any superficial surface/paint damage caused by wheelchairs, walkers, or medical devices.*

PASS: There is a single building exterior wall is affected by peeling, cracking, flaking, staining, or deterioration. -OR- One or more square feet on any interior walls is affected by peeling, cracking, flaking, staining, or deterioration.

FAIL: None

Wall Surface/Trim (Damaged/Deteriorated) – Walls —Common Area or Unit

Deficiency: Cove molding, chair rail, base molding, or other decorative trim is damaged or has decayed.

Note: Before the inspection starts, the Inspector should be given a list of UFAS buildings/units. For the buildings/units on this list, do not record superficial surface/paint damage caused by wheelchairs, walkers, or medical devices as a deficiency.

PASS: There is any area of deterioration in the trim surfaces, and 5% to 50% of the wall area is affected.

FAIL: There is significant areas of deterioration in the wall surfaces, and more than 50% of the wall area is affected.

Water Heater (General Rust/Corrosion on Heater Chimney) – Domestic Water – Building System

Deficiency: The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices.

PASS: None

FAIL: The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices, which may create holes that could allow toxic gases to leak from the chimney.

Water Heater Ventilation System (Misaligned) – Domestic Water – Building System

Deficiency: The ventilation system on a gas-fired or oil-fired water heater is misaligned.

PASS: None

FAIL: There is any misalignment that may cause improper or dangerous venting of exhaust gases.

Water Leaks (on or Near Electrical Equipment) – Electrical Hazards – Health and Safety

Deficiency: There is water leaking, puddling, or ponding on or immediately near any electrical apparatus. This could pose a risk of fire, electrocution, or explosion.

PASS: None

FAIL: There is water leaking, puddling, or ponding on or immediately near any electrical apparatus.

Water Supply (Inoperable) – Domestic Water – Building System

Deficiency: Water is not available.

PASS: None

FAIL: There is no running water in any area of the building.

Water Supply (Leaking) – Domestic Water – Building System

Deficiency: Water is leaking from any water system component, including valve flanges, stems, bodies, hose bibs, or any domestic water tank or its pipe or pipe connections.

Note:

1. *This deficiency includes both hot and cold water systems but does not include fixtures. Address fixtures in Units or Common Areas.*
2. *Some pumps and valves are designed to leak as a normal function, particularly in fire pumps, water pressure pumps, and large circulating pumps, and should be considered accordingly.*
3. *If leaking water is a Health and Safety concern (i.e., is leaking on or near electrical equipment), record it under “[Electrical Hazards – Health and Safety](#).”*

PASS: None

FAIL: Water is leaking.

Windows – Building Exterior, Common Area, or Unit

Refer to the deficiencies for:

- [Windows \(Inoperable/Not Lockable\)](#)
- [Windows \(Peeling/Needs Paint\)](#)
- [Window Caulking/Seals/Glazing Compound \(Missing/Deteriorated\)](#)
- [Window Panes \(Cracked/Broken/Missing\)](#)
- [Window Screens \(Damaged/Missing\)](#)
- [Window Security Bars \(Prevent Egress\)](#)
- [Window Sills/Frames/Lintels/Trim \(Damaged\)](#)

Windows (Inoperable/Not Lockable) – Building Exterior, Common Area, or Unit

Deficiency: A window cannot be opened or closed because of damage to the frame, faulty hardware, or another cause.

Note:

1. *If a window is not designed to be opened or locked, do not record this as a deficiency.*
2. *Windows accessible from the outside, for example, a ground level window, must be lockable.*

PASS: A window is not functioning but can be secured. Other windows in the immediate area are functioning.

FAIL: A window is not functioning and cannot be secured. In the immediate area, there are no other windows functioning properly.

Windows (Peeling/Needs Paint) – Building Exterior, Common Area, or Unit

Deficiency: Paint covering the window assembly or trim is peeling, cracking, flaking, or otherwise failing. -OR- The window assembly or trim is not painted or is exposed to the elements.

Note:

1. *This does not include windows not intended to be painted.*
2. *If peeling paint occurs in units built prior to 1978, which are occupied by children under the age of six, record it under "[Lead-based Paint \(Observed\) – Health and Safety.](#)"*

PASS: There is paint that is peeling, cracking, flaking, otherwise failing, or a window needing paint.

FAIL: None

Window Caulking/Seals/Glazing Compound (Missing/Deteriorated) – Windows – Building Exterior, Common Area, or Unit

Deficiency: The caulk, seals, or glazing compound resisting weather is missing or deteriorated.

Note:

1. *This deficiency also includes Thermopane or insulated windows that have failed.*
2. *Caulk and seals are considered to be deteriorated when two or more seals for any window have lost their elasticity (If the seals crumble and flake when touched, they have lost their elasticity).*

PASS: Most of the window shows missing or deteriorated caulk, seals, and/or glazing compound, but there is no evidence of damage to the window or surrounding structure.

FAIL: There is missing or deteriorated caulk, seals, and/or glazing compound with evidence of leaks or damage to the window or surrounding structure.



Window Panes (Cracked/Broken/Missing Panes) – Windows – Building Exterior, Common Area, or Unit

Deficiency: A window pane is cracked, broken, or missing from the window sash.

PASS: A window pane is cracked, but there are no sharp edges.

FAIL: A window pane is broken or missing from the window sash.

Window Screens (Damaged/Missing) – Windows – Building Exterior, Common Area, or Unit

Deficiency: Screens are punctured, torn, otherwise damaged, or missing.

Note: If a screen poses a cutting hazard, record under “[Hazards – Health and Safety](#).”

PASS: Any screen is punctured, torn, otherwise damaged, or missing but does not pose a cutting hazard.

FAIL: None

Window Security Bars (Prevent Egress) – Windows – Building Exterior, Common Area, or Unit

Deficiency: Exiting or egress is severely limited or impossible because security bars are damaged or improperly constructed or installed. Security bars designed to open should open. If they do not open, record a deficiency.

Note: The Inspector should verify that the security bars, if opened, do not activate an alarm that would alarm or summon outside authorities (police, etc.).

PASS: None

FAIL: Exiting or egress is severely limited or impossible because security bars are damaged, improperly constructed/installed, or security bars designed to open cannot be readily opened.

Window Sills/Frames/Lintels/Trim (Damaged) – Windows – Building Exterior, Common Area, or Unit

Deficiency: Window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration.

Note:

1. *Damage does not include scratches and cosmetic deficiencies.*
2. *If a deficiency is observed in a Common Area or Building Exterior, do not record as a Fail unless it allows weather penetration.*

PASS: There is damage to sills, frames, lintels, or trim, but nothing is missing. The inside of the surrounding wall is not exposed. There is no impact on either the functioning of the window or weather tightness.

FAIL: Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness.



Wires/Panels (Exposed or Open) – Electrical Hazards – Health and Safety

Deficiency: There are exposed bare wires or openings in electrical panels (including panel board, main panel board, or other electrical box). -OR- A cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., and there are exposed electrical connections.

Note:

1. *If the accompanying property representative has identified abandoned wiring, capped wires do not pose a risk and should not be recorded as a deficiency. They must be enclosed in a junction box.*
2. *If the capped wires are not properly enclosed in a junction box, record as a deficiency.*

PASS: None

FAIL: There are exposed bare wires, openings in electrical panels, or any inappropriately blanked off breaker positions in electrical panels or electrical control device enclosures. -OR- A cover is missing from any electrical device box, panel box, switch gear box, control panel, etc.

Wiring (Frayed) – Electrical/Electrical System – Building System, Common Area, or Unit

Deficiency: There are nicks, abrasions, or fraying of the insulation exposing wires that conduct current.

Note:

1. *Do not consider this a deficiency for wires not intended to be insulated, such as grounding wires.*
2. *If the condition is a Health and Safety concern, record it under “[Electrical Hazards – Health and Safety](#).”*

PASS: None

FAIL: There are any nicks, abrasions, or fraying of the insulation exposing any conducting wire.

7 APPENDIX C: SPECIAL HOUSING TYPES

The PHA has the option to allow the Tenant to use their HCV program assistance in a number of specialized housing types.^{xxvii} Each of the special housing types described in this section is targeted to Tenants with particular needs. The UPCS-V Inspection Protocol applies to all HCV units but has additional unique UPCS-V inspectable items for each special housing type.

7.1 Single Room Occupancy Facilities

A Single Room Occupancy (SRO) unit provides living and sleeping space for the exclusive use of the Tenant but requires the Tenant to share sanitary food preparation facilities.

7.1.1 Bathroom (Unit)

An SRO facility must have at least one flush toilet the Tenant can use in privacy. A bathroom basin (sink) and a bathtub or shower in proper operating condition must be supplied for each resident (six persons or fewer) residing in the SRO facility.

If the SRO units are leased only to men, flush urinals may be substituted for no more than one-half the required number of flush toilets. However, there must be at least one flush toilet in the facility.

Sanitary facilities must be reasonably accessible from a common hall or passageway to all persons sharing them. These facilities may not be located more than one floor above or below the SRO unit. Sanitary facilities may not be located below grade unless the SRO units are located on that level.

7.1.2 Kitchen (Unit)

The kitchen and kitchen equipment can be outside the SRO unit (private living space) in the Common Areas of the facility.

7.1.3 Space and Security

No more than one person may reside in an SRO unit. An SRO unit must contain at least 110 square feet of living space, with at least four feet of closet space. Additionally, the exterior doors and windows accessible from outside the SRO unit must be lockable.

7.1.4 Lead-based Paint

Because children are not permitted to live within an SRO unit, lead-based paint standards do not apply to SRO housing.

7.1.5 Fire Safety

Each building must have hard wired smoke detectors, a sprinkler system that protects all major spaces, and any other fire and safety improvements as state or local law may require. The term “major spaces” means hallways, large Common Areas, and other areas specified in local fire, building, or safety codes.

7.2 Congregate Housing

Congregate Housing is intended for use by elderly persons or persons with disabilities. It contains a shared central kitchen and dining area, and a private living area for the individual household of at least a living room, bedroom, and bathroom. If approved by the PHA, a family member or live-in aide may reside with the elderly person or person with disabilities.

Congregate Housing must have a central kitchen and dining facilities on the premises and be accessible to the residents in addition to adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage where necessary. Additionally, the central kitchen and dining facilities must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner, be for the primary use of residents of the Congregate Housing units, and be sufficient in size to accommodate the residents.

The central kitchen and dining facilities must be used to provide a food service for the residents, not to provide a food service by the residents. The private living area of each Tenant must contain a refrigerator of appropriate size.

7.3 Group Home

A Group Home is a state-licensed facility intended for occupancy by elderly persons and/or persons with disabilities. No more than 12 persons may reside in a group home. This limit covers all residents of the Group Home unit, including assisted and unassisted residents and any live-in aide to the resident.

7.3.1 Bathroom (Unit)

The Group Home unit may contain private or common sanitary facilities; however, the facilities must be sufficient in number so they need not be shared by more than four residents of the Group Home. Additionally, the Group Home sanitary facilities must be readily accessible to and usable by residents, including persons with disabilities.

7.3.2 Kitchen (Unit)

The Group Home must contain a kitchen and dining area with adequate space to store, prepare, and serve food. The facilities for food preparation and service may be private or may be shared by the Tenants.

The Group Home kitchen must contain a range, an oven, a refrigerator, and a sink with hot and cold running water. The kitchen sink must drain into a local public or private disposal system.

7.3.3 Space and Security

The Group Home must contain at least one bedroom for every two people, a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space, which may be shared with other residents.

7.4 Shared Housing

A Shared Housing unit is a single dwelling unit occupied by an HCV-assisted person and other HCV-assisted or non-assisted persons. The Shared Housing unit consists of both common space for use by all residents and separate private space for each assisted Tenant or Tenant family.

7.4.1 Facilities Available

Facilities available to the HCV-assisted Tenant, whether shared or private, must include a living room, a bathroom, and food preparation and refuse disposal facilities.

7.4.2 Space and Security

The entire Shared Housing unit must provide space and security for all assisted- and unassisted-Tenants. The private space for each assisted family must contain at least one bedroom for each two persons in the family. The number of bedrooms in the private space of an assisted family must not be less than the family unit size. An efficiency or one-bedroom Shared Housing unit may not be used for Shared Housing.

7.5 Cooperative Housing

Cooperative Housing is owned by a nonprofit corporation or association, where a member of the corporation or association has the right to reside in a particular Cooperative Housing unit and to participate in management of the housing. There are no HCV-program restrictions on who may occupy a Cooperative Housing unit.

7.6 Manufactured Home

A Manufactured Home is a manufactured structure that is transportable in one or more parts, is built on a permanent chassis, and is designed for use as a principal place of residence. HCV-program provisions for the leasing of Manufactured Homes apply when a Tenant leases the Manufactured Home unit and the Manufactured Home space.

A Manufactured Home must be placed on the site in a stable manner and must be free from sliding or wind damage. The Manufactured Home must be securely anchored by a tie-down device that distributes and transfers the loads to appropriate ground anchors to resist overturning and sliding.

8 APPENDIX D: LIST OF ACRONYMS

- **DCD**: Data Collection Device
- **FEMA**: Federal Emergency Management Agency
- **FHEO**: Fair Housing and Equal Opportunity
- **HAP**: Housing Assistance Payments
- **HCV**: Housing Choice Voucher
- **HUD**: Department of Housing and Urban Development
- **HVAC**: Heating, Ventilation, and Air Conditioning
- **LTE**: Life Threatening or Emergency
- **PHA**: Public Housing Agency
- **POA**: Person of Authority
- **SEMAP**: Section Eight Management Assessment Program
- **SRO**: Single Room Occupancy
- **UFAS**: Uniform Federal Accessibility Standards
- **UPCS**: Uniform Physical Condition Standard
- **UPCS-V**: Uniform Physical Condition Standards for Vouchers

ⁱ Notice of Demonstration to Test Proposed New Method of Assessing the Physical Conditions of Voucher-Assisted Housing, 81 Fed. Reg. 26759 (May 4, 2016).

ⁱⁱ Objective of National Housing Policy, 42 U.S.C. 12702 (1990).

ⁱⁱⁱ Public Housing Assessment System (PHAS): Physical Condition Scoring Notice and Revised Dictionary of Deficiency Definitions (UPCS Defect Dictionary), 77 Fed. Reg. 47,708, 47,738 (Aug. 9, 2012).

^{iv} Housing Opportunity Through Modernization Act of 2016 (HOTMA)- Housing Quality Standard (HQS) Implementation Guidance [Notice PIH 2017-20 (HA)], HUD.GOV (Oct. 27, 2017).

^v Notice PIH 2017-20 (HA), at 4 (Oct. 27, 2017).

^{vi} Notice PIH 2017-20 (HA), HUD.GOV (Oct. 27, 2017).

^{vii} Housing Opportunity Through Modernization Act of 2016: Implementation of Various Section 8 Voucher Provisions [HOTMA: Implementation], 82 Fed. Reg. 5458 (Jan. 18, 2017).

^{viii} Quality Housing and Work Responsibility Act of 1998 [QHWRA], Pub. L. No. 105-276, Title V, 112 Stat. at 2600, §530 (1998) (defines acceptable housing quality standards).

^{ix} Notice PIH 2017-20 (HA), § (4)(A)(8) (Oct. 27, 2017).

^x Residential Lead-Based Paint Hazard Reduction Act of 1992, Pub. L. No. 102-550, 106 Stat. 3672 (1992).

^{xi} PHA Initial and Periodic Unit Inspection, 24 C.F.R. § 982.405 (2017).

^{xii} Definitions, 24 C.F.R. §985.2 (2017), (63 FR 48555, Sept. 10, 1998, as amended at 64 FR 40497, July 26, 1999) (During quality control inspections, a PHA supervisor re-inspects a sample of units under contract during the PHA fiscal year. Completed UPCS-V inspections included in the sample must be no older than three months at the time of the re-inspection. The sample must represent a cross section of neighborhoods where HCV program units are located and inspections are completed by UPCS-V Inspectors. The sample should also include a cross section of Initial and Biennial inspections).

^{xiii} National Center for Healthy Housing & American Public Health Association, National Healthy Housing Standard, Definitions at 23 (May 16, 2014) (*available at*, www.nchh.org/standard.aspx).

^{xiv} National Healthy Housing Standard, Definitions at 23.



^{xv} National Healthy Housing Standard, Definitions at 23.

^{xvi} National Healthy Housing Standard, Definitions at 23.

^{xvii} Centers for Disease Control and Prevention and U.S. Department of Housing and Urban Development, Healthy Housing Reference Manual, Definitions at 8 (2006) (*available at*, www.cdc.gov/healthyhomes/publications.html).

^{xviii} National Healthy Housing Standard, Definitions at 24.

^{xix} National Healthy Housing Standard, Definitions at 24.

^{xx} Healthy Housing Reference Manual, Definitions at 8.

^{xxi} U.S. Department of Housing and Urban Development (HUD), *"Lead Speak"-A Brief Glossary*, https://www.hud.gov/sites/documents/20264_LEADSPEAK.PDF

^{xxii} National Healthy Housing Standard, Definitions at 25.

^{xxiii} Healthy Housing Reference Manual, Definitions at 8.

^{xxiv} National Healthy Housing Standard, Definitions at 25.

^{xxv} Healthy Housing Reference Manual, Definitions at 9.

^{xxvi} Healthy Housing Reference Manual, Definitions at 9.

^{xxvii} Special Housing Types, 24 C.F.R. § 982 (M) (1998).