

# PASS TRAINING

Dine  
& Learn



# PASS TRAINING – DINE & LEARN

Presented March 2, 2022

**Presentation:**                      **How to Inspect a Unit – Part 4 of 4**

**Presenter:**

PowerPoint – Ben Benning – QA Construction Analyst / REAC UPCS Trainer

Staff available for Questions & Answers:

Lawrence Clay	–	QA Construction Analyst / REAC UPCS Trainer
Dexter Brady	–	QA Construction Analyst / REAC UPCS Trainer
Bobby West	–	QA Construction Analyst / REAC UPCS Trainer
Ben Benning	-	QA Construction Analyst / REAC UPCS Trainer
Robert (Whitt)	–	General Engineer & REAC Training Coordinator
Whittington		& Facilitator

# Some Updates since the Last Dine & Learn

- **Rich Scalzo has been promoted to temporary Director of QA,**
- **Marty Maldonado has been temporarily promoted to Rich's assistant, &**
- **Lawrence Clay & Marc Nickelson have been temporarily promoted to QA Supervisors**
  
- **REAC UPCS Training webpage has some new updates:**
  - **Updates are for the Dine & Learns, &**
  - **Locations & dates on the upcoming Training for Phases Ib & II**
  
- **UPCS Certification Training is coming to a location near you this year**
  - **There are 15 Phase IIs scheduled between April and December 2022**
  - **The new Phase Ib & Phase II Training methods have been slightly tweaked to make it better for everyone in 2022**
    - **Phase Ib is back to being in a classroom for 4-1/2 days**
      - **Similar to how it was before COVID**
    - **Phase IIs will be done the following week in the same city, and an additional Phase II will be done the week after the initial Phase II in a different city**



# Some Updates since the Last Dine & Learn

- **For calendar year 2022 –**
  - **We will be covering all areas of the Country with Phase IIs**
    - **Goal is to decrease travel expenses for new Inspector Candidates**
  - **New Orleans will be the 1<sup>st</sup> this year Phase Ib & II**
    - **Phase Ib the week of April 4 – 8**
    - **Phase II the week of April 11 – 15**
    - **Phoenix Phase II the week of April 18 - 22**
  - **Some other tentative Phase II locations in 2022 are:**

➤ <b>Ft. Worth</b>	➤ <b>Minneapolis</b>	➤ <b>Portland, OR</b>
➤ <b>Kansas City</b>	➤ <b>St. Louis</b>	➤ <b>Albuquerque</b>
➤ <b>Seattle</b>	➤ <b>Denver</b>	➤ <b>Raleigh, NC</b>
➤ <b>Cleveland</b>	➤ <b>Northeast</b>	➤ <b>TBD</b>

# Upcoming Dine & Learns and the Subjects to be Covered

## Upcoming Dine & Learns

May 25 @ 7:00 pm (EST) – **Recording Defects Correctly & Quality Photos of Defects**

August 10 @ 7:00 pm (EST) – TBD

**Miss Recorded Defects & Poor-Quality Photos could result in:**

- 1) Delaying release of your Inspection or Payment
- 2) Result in your Inspection being Rejected
- 3) Receiving an email concerning Poor Quality Photos
- 4) Unnecessary additional work for the PASS Review Team having to deal with TR/DBA



# UNIT INSPECTION

## PART IV

### DEFICIENCY DEFINITIONS

CREATED BY:

BENJAMIN E. BENNING

JAMES CUTLER

PAUL RANIA

JAMES WESTMORELAND



START



# COURSE OBJECTIVE

- Welcome to the Unit Inspection training course. The objective of this course is to provide an overview of areas and items that are required to be inspected during a UPCS Unit Inspection. Additionally, this course will give descriptions, photos, and possible deficiency levels for each inspectable area or item within a unit (Part IV), in accordance with the Revised Dictionary of Deficiency Definitions (Reference: Federal Register/Vol.77, No. 154/Thursday, August 9, 2012/Notices).



# UNIT INSPECTIONS TABLE OF CONTENTS

ITEMS TO INSPECT IN A "UNIT" ARE AS FOLLOWS:

## **Part 1**

- Bathroom
- Call-for-Aid
- Ceiling
- Doors

## **Part 2**

- Electrical System
- Floors
- Hot Water Heater
- HVAC System

## **Part 3**

- Kitchen
- Laundry Area
- Lighting
- Outlets/Switches
- Patio/Porch/Balcony

## **Part 4**

- Smoke Detector
- Stairs
- Walls
- Windows
- Health & Safety

PREV

NEXT





# SMOKE DETECTOR

## Smoke Detector – Missing/Inoperable (Unit)

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.

**Deficiency:** A smoke detector will not activate or is missing.

### Note:

1. There must be at least 1 smoke detector on each level.
2. If 2 or more smoke detectors are on the same level in visible proximity, at least 1 of the smoke detectors must function as it should.

### Level of Deficiency:

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** A single smoke detector is missing or does not function as it should.

EXAMPLE  
PHOTOS



# SMOKE DETECTOR – MISSING/INOPERABLE (UNIT) PHOTOS

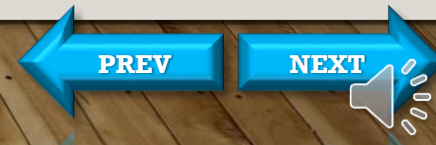


# STAIRS

Series of 4 or more steps, or flights of steps, joined by landings connecting levels of a unit. Includes supports, frame, treads and handrails.

This inspectable item can have the following **deficiencies:**

- [Broken/Damaged/Missing Steps](#)
- [Broken/Missing Hand Railing](#)





## Broken/Damaged/Missing Steps (Stairs – Unit)

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

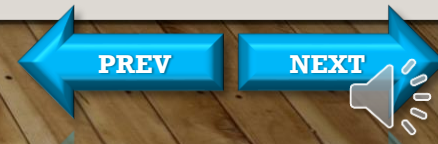
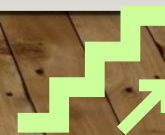
### Level of Deficiency:

*Level 1:* N/A

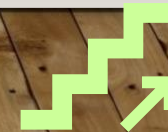
*Level 2:* N/A

*Level 3:* A step is broken or missing.

EXAMPLE  
PHOTOS



# Broken/Damaged/Missing Steps (Stairs – Unit) Photos



## Broken/Missing Hand Railing (Stairs – Unit)

Deficiency: The handrail is damaged or missing.

### Level of Deficiency:

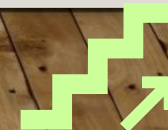
**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The handrail for 4 or more stairs is either missing, damaged, loose or otherwise, unusable.

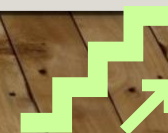


EXAMPLE  
PHOTOS





## Broken/Missing Hand Railing (Stairs – Unit) Photos

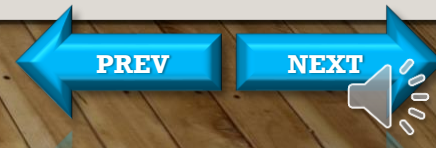


# WALLS

The enclosure of the units and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster and sheet-rock. Surface finish materials include paint and wall coverings.

This inspectable item can have the following **deficiencies**:

- [Bulging/Buckling](#)
- [Damaged](#)
- [Damaged/Deteriorated Trim](#)
- [Mold/Mildew/Water Stains/Water Damage](#)
- [Peeling/Needs Paint](#)



## Bulging/Buckling (Walls – Unit)

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

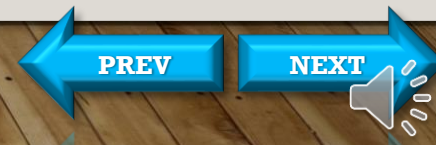
### Level of Deficiency:

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see bulging, buckling, sagging, or that the wall is no longer vertically aligned.

EXAMPLE  
PHOTOS





## Bulging/Buckling (Walls – Unit) Photos



## Damaged (Walls – Unit)

Deficiency: You see cracks and/or punctures in the wall surface that may or may not penetrate completely. Panels or tiles may be missing or damaged.

### Level of Deficiency:

**Level 1:** In a wall, you find a hole, crack, missing tile or panel, or other damage that is between 1 square inch and 8 ½ inches by 11 inches. The hole does not penetrate the adjoining room/area. You cannot see through it to the adjoining area. -OR- You find a crack greater than 1/8 inch wide and at least 11 inches long.

**Level 2:** In a wall, you find a hole, missing tile or panel, or other damage that is larger than a sheet of paper, 8 ½ inches by 11 inches, and does not penetrate the adjoining room. You cannot see through it to the adjoining area.

**Level 3:** You find a hole of any size that penetrates an adjoining room. You can see through the hole. -OR- Two or more walls have Level 2 holes.

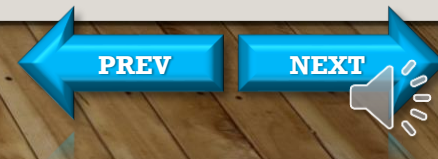
### Comments:

**Level 3:** If a hole or crack is a health and safety concern, you must record it manually under “Hazards (Health and Safety).”

### Note:

1. This does not include small holes created by hanging pictures, etc.
2. Control joints/construction joints should not be recorded as a deficiency.
3. Cracks that have been repaired or sealed properly are no longer a deficiency.

EXAMPLE  
PHOTOS





## Damaged (Walls – Unit) Photos





## Damaged/Deteriorated Trim (Walls – Unit)

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

**Note:** Before the inspection starts, you 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.

### Level of Deficiency:

**Level 1:** You see small areas of deterioration in the trim surfaces, and you estimate that 5% to 10% of the wall area is affected.

**Level 2:** You see large areas of deterioration in the trim surfaces, and you estimate that 10% to 50% of the wall area is affected.

**Level 3:** You see significant areas of deterioration in the wall surfaces, and you estimate that more than 50% of the wall area is affected.

EXAMPLE  
PHOTOS



## Damaged/Deteriorated Trim Photos



## Mold/Mildew/Water Stains/Water Damage (Walls – Unit)

Deficiency: You see mold or mildew that may have been caused by saturation or surface failure or evidence of water infiltration or other moisture producing conditions.

### Level of Deficiency:

**Level 1:** On 1 wall, you see evidence of mold or mildew, such as a darkened area, over a large area (4 square inches to 1 square foot). You may or may not see water.

**Level 2:** N/A

**Level 3:** On 1 wall, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold, or mildew. The wall surface may have failed.

EXAMPLE  
PHOTOS





## Mold/Mildew/Water Stains/Water Damage (Walls – Unit) Photos



When you see Mold/Mildew on a wall, record the defect under "Walls" & "H&S – Air Quality" as appropriate. Do not record "Air Quality" for Water Stains or Water Damage.



## Peeling/Needs Paint (Walls – Unit)

Deficiency:

Paint is peeling, cracking, flaking or otherwise deteriorated.

-OR- A surface is not painted.

### Level of Deficiency:

**Level 1:** The affected area is more than 1 square foot but less than 4 square feet.

**Level 2:** The affected area is more than 4 square feet.

**Level 3:** N/A

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

EXAMPLE  
PHOTOS



# Peeling/Needs Paint Photos



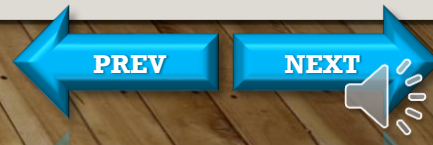
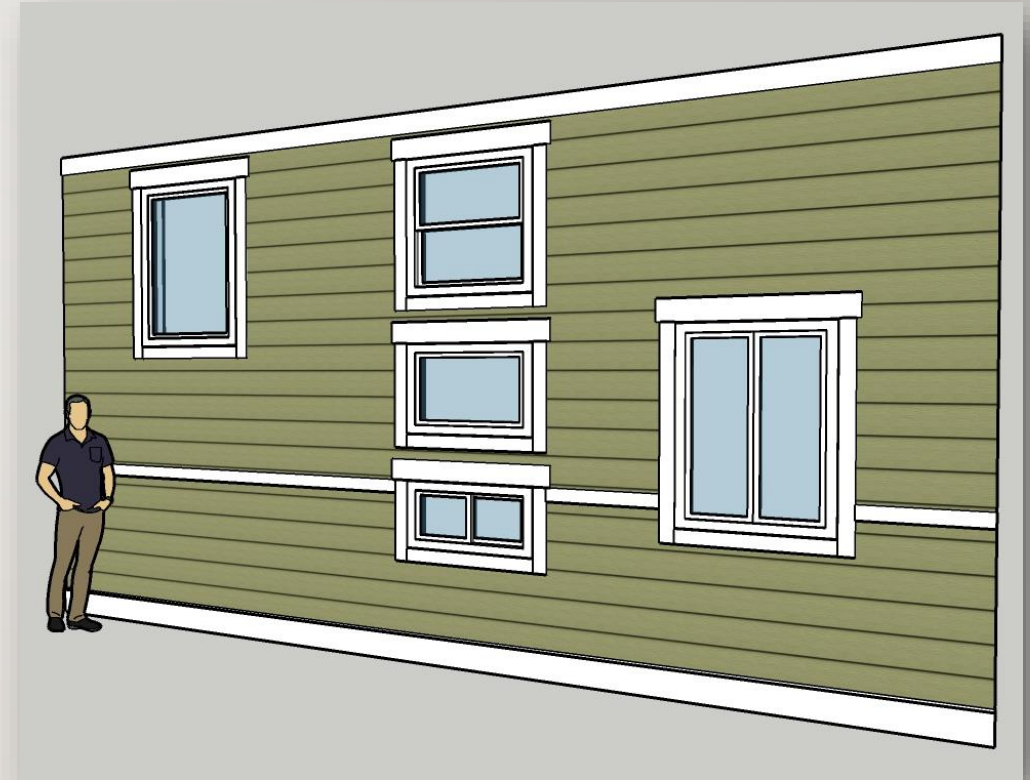


# WINDOWS

Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials include wood, aluminum and vinyl.

This inspectable item can have the following deficiencies:

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



## Cracked/Broken/Missing Panes (Windows – Unit)

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

### Level of Deficiency:

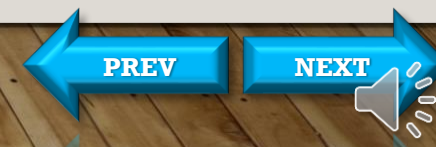
**Level 1:** You see a cracked windowpane.

**Level 2:** N/A

**Level 3:** You see that a windowpane is broken or missing from the window sash.

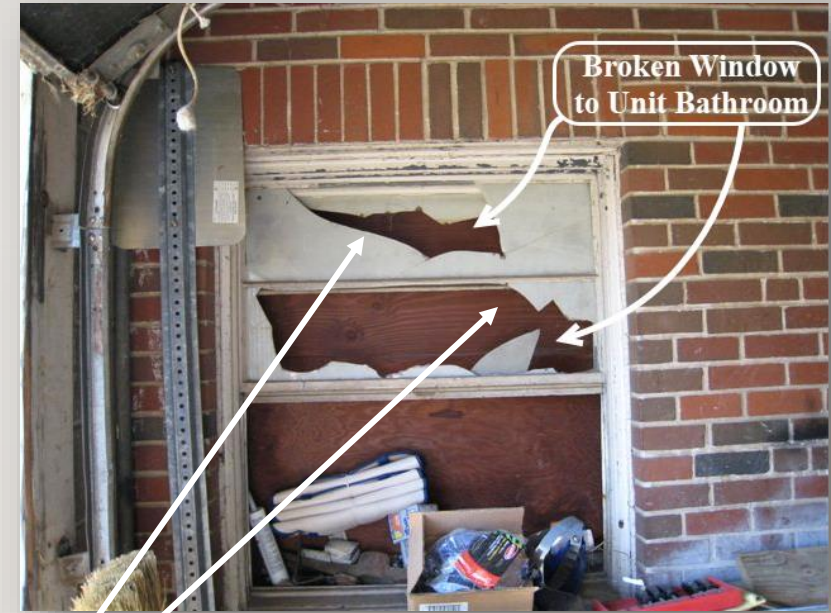


EXAMPLE  
PHOTOS





# Cracked/Broken/Missing Panes (Windows – Unit) Photos



**When you see Broken Glass with Sharp Edges, record the defect under "Windows" & "H&S – Sharp Edges" as appropriate. Do not record "Sharp Edges" for Missing Panes or Level I Cracked Window.**





## Damaged/Missing Screens (Windows – Unit)

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

### Level of Deficiency:

*Level 1:* One or more screen(s) in a unit are punctured, torn, otherwise damaged, or missing.

*Level 2:* N/A

*Level 3:* N/A

EXAMPLE  
PHOTOS



## Damaged/Missing Screens (Windows – Unit) Photos





## Damaged Sills/Frames/Lintels/Trim (Windows – Unit)

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

### Level of Deficiency:

**Level 1:** You see damage to sills, frames, sash lintels or trim, but nothing is missing. The inside of the surrounding wall is not exposed. You see no impact on either the operation or functioning of the window or on its weather tightness.

**Level 2:** Sills, frames, sash lintels, or trim are missing or damaged enough to expose the inside of the surrounding walls and compromise its weather tightness.

**Level 3:** N/A

**Note:** Damage does not include scratches and cosmetic deficiencies.

EXAMPLE  
PHOTOS





## Damaged Sills/Frames/Lintels/Trim (Windows – Unit) Photos



## Inoperable/Not Lockable (Windows – Unit)

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

### Level of Deficiency:

**Level 1:** A window is not functioning and can be secured. Other windows in the immediate area are functioning.

**Level 2:** N/A

**Level 3:** A window is not functioning but cannot be secured. In the immediate area, there are no other windows that are functioning properly.

### Note:

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

EXAMPLE  
PHOTOS





## Inoperable/Not Lockable (Windows – Unit) Photos





## Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Unit)

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

### Level of Deficiency:

**Level 1:** 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.

**Level 2:** N/A

**Level 3:** There are missing or deteriorated caulk, seals and/or glazing compound with evidence of leaks or damage to the window or surrounding structure.

### Note:

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

EXAMPLE  
PHOTOS



## Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Unit) Photos



## Peeling/Needs Paint (Windows – Unit)

Deficiency: Paint covering the window assembly or trim is cracking, flaking or otherwise, failing.

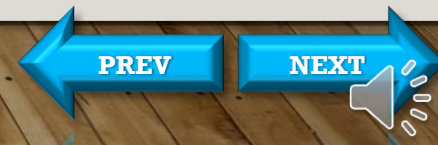
### Level of Deficiency:

**Level 1:** You see peeling paint or a window that needs paint.

**Level 2:** N/A

**Level 3:** N/A

EXAMPLE  
PHOTOS





## Peeling/Needs Paint (Windows – Unit) Photos



## Security Bars Prevent Egress (Windows – Unit)

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

### Level of Deficiency:

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** Exiting or egress is severely limited or impossible, because security bars are damaged, improperly constructed/installed, or security bars that are designed to open cannot be readily opened.

EXAMPLE  
PHOTOS





## Security Bars Prevent Egress (Windows – Unit) Photos





# HEALTH AND SAFETY INSPECTABLE ITEMS

Items to inspect for "Health and Safety" are as follows:

- [Air Quality](#)
- [Electrical Hazards](#)
- [Elevator](#)
- [Emergency/Fire Exits](#)
- [Flammable Materials](#)
- [Garbage and Debris](#)
- [Hazards](#)
- [Infestation](#)



# Air Quality (Health and Safety)

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.

The following deficiencies can be noted:

- Mold and/or Mildew Observed
- Propane/Natural Gas/Methane Gas Detected
- Sewer Odor Detected



**When you see Mold/Mildew on a wall, record the defect under "Walls" & "H&S – Air Quality" as appropriate**



# Air Quality (Health and Safety)

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

Deficiency: You see mold or mildew or evidence of water infiltration or other moisture producing conditions.

Note: If the area has at least 1 square foot of mold or mildew, record it as a deficiency.

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

Deficiency: You detect strong propane, natural gas, or methane gas odors that could:

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

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

Deficiency: You detect sewer odors.







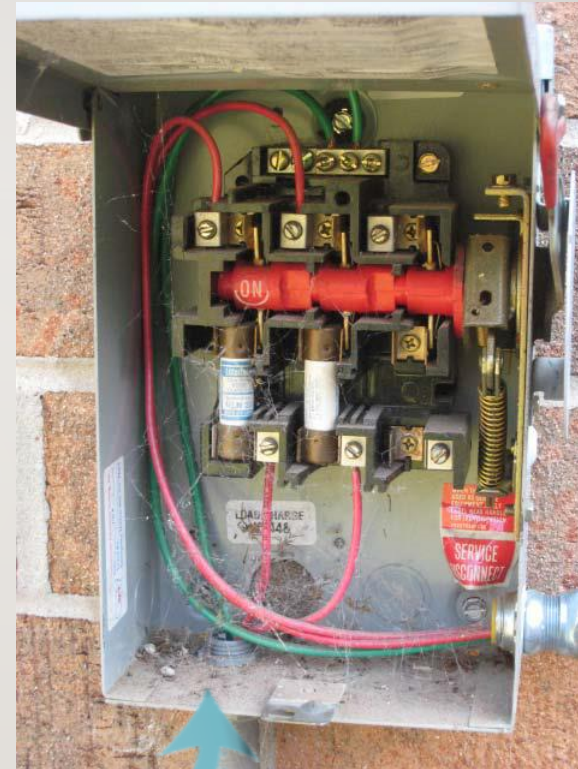
# Electrical Hazards (Health and Safety)

## Electrical Hazards (Health and Safety)

Any hazard that poses a risk of electrical fires, electrocution or spark/explosion.

The following deficiencies can be noted:

- Exposed Wires/Open Panels
- Water Leaks On or Near Electrical Equipment



Record this under "**H&S – Electrical Hazards**",  
do not record under "**Electrical – Missing Cover**"



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

Deficiency: You see exposed bare wires or openings in electrical panels.

### 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 as defined in Note 2, below.
2. If the capped wires are not properly enclosed in a junction box, record as a deficiency.

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

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



## **Elevator – Tripping (Health and Safety)**

Vertical conveyance system for moving personnel, equipment, materials, household goods, etc.

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





## Emergency/Fire Exits (Health and Safety)

All buildings must have acceptable fire exits that are also properly marked and operational. This includes 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.

**Note:** This does not apply to missing exit signs in individual units.

The following deficiencies can be noted:

- Blocked/Unusable (Emergency/Fire Exits)
- Missing Exit Signs



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

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

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

Deficiency:

- 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.



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

Any substance that is either known to be combustible or flammable or is stored in a container identifying it as such.

**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, boxes, etc.



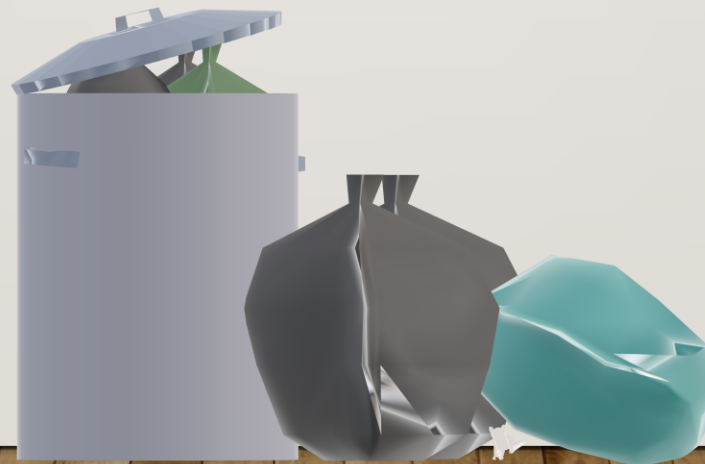


## Garbage and Debris (Health and Safety)

Accumulation of garbage and debris exceeding the capacity of the storage area or not stored in an area sanctioned for such use.

The following deficiencies can be noted:

- Indoors
- Outdoors



## Indoors (Garbage and Debris – 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.

**Note:** This does not include garbage and debris improperly stored outside. For this deficiency, see “Outdoors (Garbage and Debris – Health and Safety).”

## Outdoors (Garbage and Debris – Health and Safety)

Deficiency:

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

**Note:** This does not include garbage improperly stored indoors. For this deficiency, see “Indoors (Garbage and Debris – Health and Safety).”



# Hazards (Health and Safety)

Physical hazards that pose risk of bodily injury.  
The following deficiencies can be noted:

- Sharp Edges
- Tripping
- Other Hazards

Record this under "**Other Hazards**",  
do not record under "Sharp Edges"



Deficiency: If you see any general defects or hazards that pose risk of bodily injury, you must note them.





## Sharp Edges (Hazards – Health and Safety)

**Deficiency:** You see any physical defect that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

## Tripping (Hazards – Health and Safety)

**Deficiency:** You see any physical defect that poses a tripping risk, generally in walkways or other traveled areas. Typically, the defect must present at least a three-quarter inch deviation.

**Note:** This does not include tripping hazards from elevators that do not level properly. For this deficiency, see “Elevator Tripping (Health and Safety).”

## Other Hazards (Hazards – Health and Safety)

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



## Infestation (Health and Safety)

Presence of rats, or severe infestation by mice or insects such as roaches or termites.

The following deficiencies can be noted:

- Insects
- Rats/Mice/Vermin



## Insects (Infestation – Health and Safety)

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

### Note:

1. This does not include infestation from rats/mice. For this deficiency, see “Rats/Mice/Vermin (Infestation – Health and Safety).”
2. If you see baits, traps, and sticky boards that show no presence of insects, do not record this as a deficiency.

## Rats/Mice/Vermin (Infestation – Health and Safety)

Deficiency: You see 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 you see baits, traps, or sticky boards that show no presence of vermin, do not record this as a deficiency.





# INSECTS INFESTATION

Roach infestation  
Left screen is multiple dead  
roaches, right screen  
single dead roach both are  
recorded as infestation



PREV

REVIEW

# REVIEW

**1.)** A single smoke detector does not function as it should. This is the only smoke detector in the unit. What level of deficiency shall be recorded?

**A. Level 1**

**B. Level 2**

**C. Level 3**

**D. Do not record it as a deficiency.**



# REVIEW

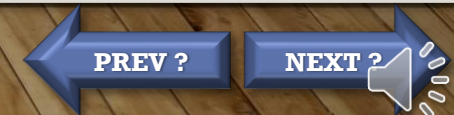
**2.)** The handrail for 4 or more stairs is damaged.  
What level of deficiency shall be recorded?

**A. Level 1**

**B. Level 2**

**C. Level 3**

**D. Do not record it as a deficiency.**





# REVIEW

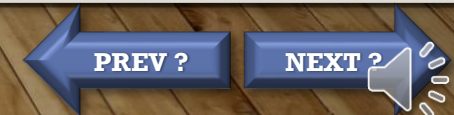
**3.)** In a wall, you find a hole that is larger than a sheet of paper, 8 ½ inches by 11 inches, and does not penetrate the adjoining room. You cannot see through it to the adjoining area. What level of deficiency shall be recorded?

**A. Level 1**

**B. Level 2**

**C. Level 3**

**D. Do not record it as a deficiency.**



# REVIEW

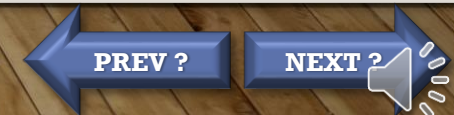
4.) A screen in a unit is punctured. What level of deficiency shall be recorded?

**A. Level 1**

**B. Level 2**

**C. Level 3**

**D. Do not record it as a deficiency.**



# REVIEW

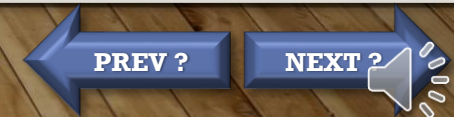
5.) A window frame is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness. You see damage to the surrounding area. What level of deficiency shall be recorded?

**A. Level 1**

**B. Level 2**

**C. Level 3**

**D. Do not record it as a deficiency.**





# REVIEW

6.) An egress is severely limited or impossible due to security bars being damaged. What level of deficiency shall be recorded?

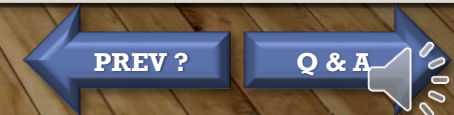
**A. Level 1**

**B. Level 2**

**C. Level 3**

**D. Do not record it as a deficiency.**

**END OF REVIEW**



# Q & A

