PASS TRAINING
Dine & Learn
PART 3 OF 3

Presented July 29, 2020

Once again, the Training Team and I would like to thank each one of you for taking time out of your day to be here today.    As before, hold your questions till the end.  However, if you want to submit your questions in writing before you forget them, you can write your questions in the cue anytime you want to, and it will get answered at the end.    We will try not to answer the same question multiple times.

To let everyone know, there will be 5 other people to help me answer questions today.  4 QA Trainers and a representative from TAC.    The QAs are Ron Kluck, Lawrence Clay, Dexter Brady and Brian Easthom.    And Orlando from TAC.    Everyone knows Orlando and depends on him for help at one time or another.

For today, we will not be taking any questions concerning how the Corona virus will affect how we do inspections in the future or when inspections will resume or anything else related to the virus.    Sorry about that.    All questions today should be related to the material being presented or concerning protocol prior to the virus.    For your information, and tentatively in the near future, there is another group working on meeting with contractors and contract inspectors in this type of environment we are using today to discuss how the Corona virus will impact REAC, contractors, and contract inspectors moving forward.    That group will be able to best answer your questions on

how the virus will affect all of us when we start inspections again.

So, back to the presentation.   Once again remember, the presentation will be completed before any written or verbal questions will be answered.

## PASS TRAINING – DINE & LEARN

Presented June 24, 2020

**Presenter:**

> PowerPoint – Robert (Whitt) Whittington – General Engineer & REAC Training
>  Coordinator & Facilitator

Staff available for Questions & Answers:

| | | |
|---|---|---|
| Ron Kluck | – | QA Construction Analyst / REAC UPCS Trainer |
| Lawrence Clay | – | QA Construction Analyst / REAC UPCS Trainer |
| Dexter Brady | – | QA Construction Analyst / REAC UPCS Trainer |
| Brian Easthom | – | QA Construction Analyst / REAC UPCS Trainer |
| Orlando Vanegas | – | TAC Customer Service Representative |
| Chandra Motam | - | TAC Program Manager |
| Bobby Martin | - | TAC Project Manager |

This is a list showing today's presenter and staff available for Q&As after the presentation.    The QAs are Ron Kluck, Lawrence Clay, Dexter Brady and Brian Easthom. And Orlando from TAC.    These are the same ones we had at the last Dine & Learn.

# How to have the Best Experience During the Dine & Learns

For the best possible experience, please follow the directions below.  Also, these directions are in the email you received concerning the Dine & Learn.

1) Use your <mark>phone for audio</mark> and <mark>your DCD or computer for visual</mark> to have the best experience.

2) Problems connecting to the Dine & Learn:
   a) Need assistance with your <mark>phone audio</mark>?  Please dial 888-79<u>6</u>-6118
   b) Need assistance with your <mark>DCD or computer on the Webex</mark>?  Please dial 888-79<u>3</u>-6118

# Some Updates since the Last Dine & Learn

➢ REAC UPCS Training webpage has been updated with the last 2 Dine & Learns
  ➢ YouTube videos are available
  ➢ PDF files are available with slides shown during the Dine & Learns and talking points below each slide

➢ Due to the Corona Virus, all Phase Ib – Classroom Review/Testing is being suspended until further notice.
  ➢ Future scheduling of Phase Ib – Classroom Review/Testing will re-start scheduling of classes after a date has been determined to re-start the REAC UPCS Physical inspections of properties.

➢ REAC UPCS Training Team and some QA staff are developing training videos on a variety of subjects.
  ➢ How to inspect Defects under Electrical Systems
  ➢ Blocked Egress
  ➢ How best to use an "Inspection Checklist"
  ➢ And several other common subjects
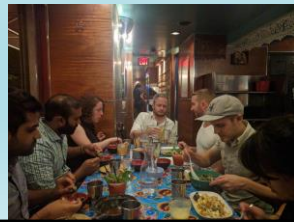
# Survey Monkey Results

➢ Great Response to Survey Monkey

    ➢ 69 of 110 people responded to the 10 questions

➢ A lot of great suggestions concerning things you liked in the Dine & Learns

➢ A lot of great suggestions on how to improve future Dine & Learns

## FYI on some of the frequent questions from the Survey Monkey:

➢ Start time – 7:00 pm EST to allow people on the west coast to complete work

➢ Subjects – defects inspectors have the most trouble with, items/issues that will help improve an inspector's basic skills, etc.

➢ Repetitive Slides –

    ➢ REAC Training has been tasked to prove learning is taking place during Dine & Learn

    ➢ To improve – the 2nd time an issue is covered, the content & answer will be different

➢ Going to setup link on the REAC UPCS Training webpage where questions can be submitted for answering, suggestions for future Dine & Learns, etc.
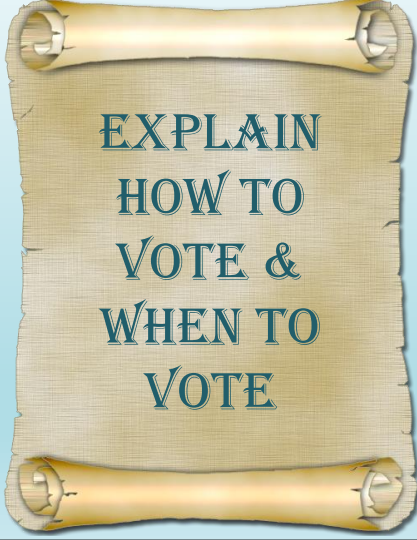
We're going to talk about how to deal with defects observed on units not in the sample.

Then, we're going to talk about how to handle buildings and/or units that are temporally off-line, and how to handle buildings and/or units that are permanently off-line.

And, to start out today, we are going to discuss Timestamp.     Especially, in units and how to prevent messing up your timestamp when you must record a defect in another inspectable area while inspecting a unit.     Such as, when you see a sprinkler head with paint on it.

**Explain How to Vote & When to Vote**

EXPLAIN HOW TO VOTE & WHEN TO VOTE

Question?: What part of the country do you live in?
A) Northeast
B) East Coast
C) South
D) Mid-West
E) Southwest
F) Northwest
G) West Coast

On the upcoming slides, you will be asked to provide the correct answer from several choices.    Everyone will be shown several possible answers and given a chance to vote on which one you think is the correct answer.   No one will know how anyone else is voting.   When the voting has been completed, each possible answer will show the percentages of total votes for that specific answer.    Then, the correct answer will be revealed and an explanation as to why that is the correct answer supported with backup REAC materials.

Before you start voting, the moderator is going to explain how to vote.    So, now, everyone is going to learn how to vote from the moderator.

Here is our first Question of the day).    So, what part of the country do you live in?   This question should be pretty easy for everyone and will give you a chance to learn how to vote and SUBMIT your answer.    If you are not sure where you live, just make "H".

**(May need to explain how to vote and when to vote.)**

So, start voting now on whether it is A, B, C, D, E, F or G.    You will have 1 minute to vote.

**<u>After voting</u>** Looks like the largest percentage is from ********.

**Explain How to Vote & When to Vote**

EXPLAIN HOW TO VOTE & WHEN TO VOTE

Question?: What part of the country are you from?

A) Northeast

B) East Coast

C) South

D) Mid-West

E) Southwest

F) Northwest

G) West Coast

Correct Answer:
All answers are correct!

So, the Correct Answer is "any of the above".

After you have been given a chance to vote, then we will go to the next slide to see what the correct answer is and why it is the correct answer.   The correct answer will be backed up with the CB or other supporting documentation.

**Timestamp** – What if there was a way to Record Defects observed in other "Inspectable Areas" while inside a Unit Without Causing a Unit Timestamp Issue.

1) While in a Unit, you observe a sprinkler head defect
2) Go over to the "Inspectable Areas" and click on "Building Systems"
3) "Building Systems" is now available to record defects without affecting your Unit Timestamp
4) However, the Unit tab is covering up "Building Systems"
5) Left click and Hold Down on the Units upper blue bar
   a) Slide "Unit" tab over to the right until it is out of the way and "Building Systems" is available to record a sprinkler head defect
6) Record the defect in "Building Systems"
7) Then left click and hold "Unit" top blue bar and drag back to the left until the "Unit" tab is back in place
8) Now, you can finish the "Unit" inspection without any "Unit" timestamp issues

So, lets see how this is possible.

Yes!

Continued on next slide

So, now, let's talk about "Unit Timestamp" issues and problems.

On a daily basis, the PASS Review Team finds problems with unit timestamp issues on several inspections.     Low amounts of time spent inspecting a Unit is one of the Unit Timestamp issues and problems.     When an inspection is uploaded, one of the automatic is the amount of time spent in each unit.     The timestamp is record to the second on how long you spend in each unit, how much time you spend in all 5 "Inspectable Areas" and your total time from start to finish.     Most of the unit timestamp problems appear to be caused by a couple of issues that can be easily resolved.     First, and probably the most common reason for being flagged is due to not clicking the "Enter Unit" button in your DCD as you enter the Unit.     Then, at the end of inspecting a unit you realize this, but there is nothing you can do about it.     The PASS Review Team can recognize these patterns.     Especially, when it only happens in a couple of units, and the other unit timestamps look good.     The second most common thing that causes problems with unit timestamps is exiting the unit inspection to record a defect in another "Inspectable Area", and then re-entering the unit to complete the unit inspection.     This causes your Unit Timestamp to start all over again, and can result in a low unit timestamp

Is there a way to record a defect in another "Inspectable Area", such as "Building System" for a painted sprinkler head without negatively affecting your Unit Timestamp?

Yes there is a way to do this.

So, let's talk about how this can be done without affecting your Unit Timestamp in a negative way.

Okay, so, you are in a unit and see paint on a sprinkler head.  If you wait until you finish inspecting the unit to record the sprinkler head defect, you are probably going to forget about the defect and not record it.    This is a problem.    So, let's quickly discuss how to handle this situation in the next 7 steps.  Then, on the next slide I will show you how it is done.

On the next 3 pages you will be to see how to record a defect in Building Systems while in the middle of inspecting a unit.

**Timestamp** – How to Record Defects Observed in other "Inspectable Areas" while Inside a Unit Without Causing a Unit Timestamp Issue.

So, let's look at how we can record a defect under the "Inspectable Area" of "Building Systems" for a defective sprinkler head without messing up our Unit Timestamp.

While we are still in the Unit in our DCD, click on "Building Systems".  See #2.

Click on "Building Systems".

Timestamp – How to Record Defects Observed in other "Inspectable Areas" while Inside a Unit Without Causing a Unit Timestamp Issue.
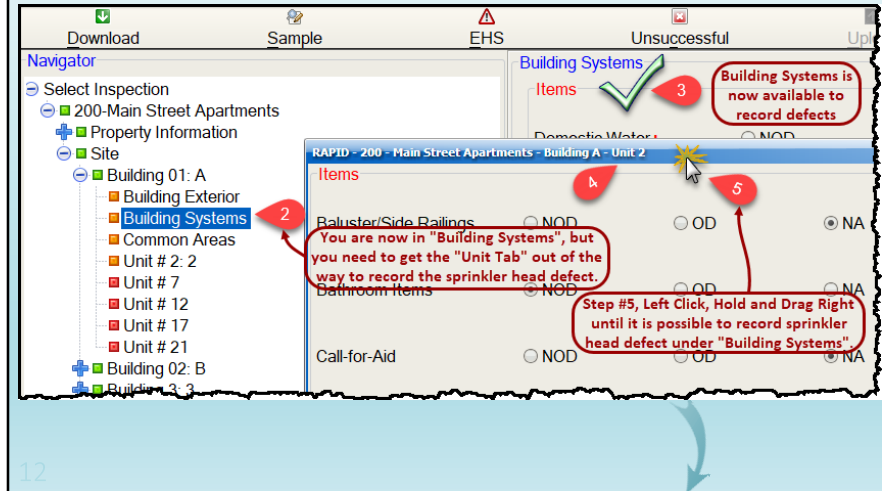
After clicking on "Building Systems", See #3,  you are now in the "Inspectable Area" of "Building Systems".  See #4, and you are able to record defects under any of the "Inspectable Items" listed under "Building Systems".  However, the unit tab for recording defects under the "Unit" is in the way.  See #5.  Now, you need to left click and hold the Unit top tab bar and drag the Unit to the right until it is out of the way and you can record the defective sprinkler head under "Building Systems".
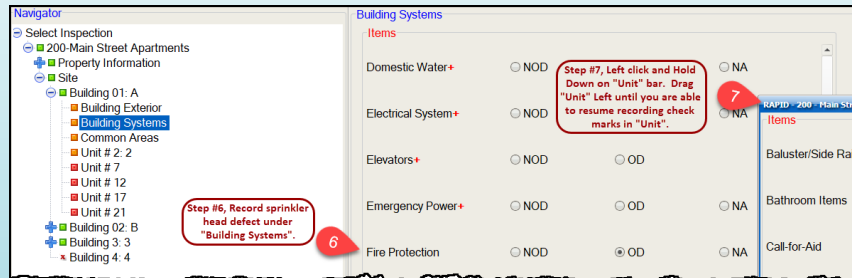
When we are through recording the sprinkler head defect, See #6, we need to go back into the unit and complete our inspection of the unit. We need to left click, see #7, and hold down on the Unit top tab bar and drag the Unit back to the left until we can see the Unit information clearly. Then, re-start inspecting the Unit.

So, this is a great way to record defects associated with other "Inspectable Areas" while you are in a Unit without causing problems with your Unit timestamp.

## What are Some of the Most Incorrectly Recorded Window Defects?

**Question?**: While Inspecting the Exterior of a Sample Building with sample units, you see this on a Unit **NOT** in the Sample. How do you Deal with this Broken Window with Sharp Edges and a Window frame that needs Painting?

A) Record all 3 defects under "Building Exterior"

B) Record only the "H&S – Hazards – Sharp Edges" under "Building Exterior"

C) Record "H&S – Hazards – Any Other" and "Window – Needs Paint" under "Building Exterior"

D) Record only "H&S – Hazards – Any Other" under "Building Exterior"

E) Do not record any defects because this is a non-sample Unit

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What are some commonly miss recorded "Window" Defects? Well, let's see. Listen closely to what I am about to say, or you will miss some key information.

While you are inspecting the exterior of a Building, you see this window frame needs painting, and has a broken window with sharp edges on a Unit **NOT** in the sample. There are other units in this building in your unit sample. How should these defects be recorded, or should these defects even be recorded since the defects are on a non-sample unit?

Is it "A" – Record all 3 defects under "Building Exterior", and make a note the defects are in a non-sample unit? Or, is it "B" – Record only the "H&S – Hazards – Sharp Edges" under "Building Exterior? Or, could it be "C" – Record "H&S – Hazards – Any Other" and also Record a defect under "Building Exterior – Windows – Needs Paint"? Or, could the answer possibly be "D" – Record only the "H&S – Hazards – Any Other" under "Building Exterior". And the last possible correct answer could be "E", do not record anything since this is a non-sample unit?

So, start voting now on whether it is A, B, C, D or E. **Give them 30 seconds or so.**

**What are Some of the Most Incorrectly Recorded Window Defects?**

Question?: While Inspecting the Exterior of a Sample Building with sample units, you see this on a Unit **NOT** in the Sample. How do you Deal with this Broken Window with Sharp Edges and a Window frame that needs Painting?

A) Record all 3 defects under "Building Exterior"
B) Record only the "H&S – Hazards – Sharp Edges" under "Building Exterior"
C) Record "H&S – Hazards – Any Other" and "Window – Needs Paint" under "Building Exterior"
D) Record only "H&S – Hazards – Any Other" under "Building Exterior"
E) Do not record any defects because this is a non-sample Unit

WHY?

Correct Answer:
D) Record only "H&S – Hazards – Any Hazards" under "Building Exterior"

Go to the next slide to see

So, the Correct Answer is "D" – Record only the "H&S – Hazards – Any Other" under "Building Exterior". In your comments, make a note as to which non-sample unit this is.

How come this is the correct answer? Why? Well, let's see why.

Let's go to the next slide to see why this is the correct answer for this particular defect.

**Why does an Inspector only record "H&S – Hazards – Any Other"?**

Why is this the Correct Answer?
D) Record only "H&S – Hazards – Any
Hazards" under "Building Exterior"

Reference "REAC Compilation Bulletin"
➢ Building Exterior – page 47 & 48, paragraph K.1.a.
➢ Common Areas – page 72, paragraph T.1.a.
➢ Units – page 90 - 91, paragraph R.1.a.
Click here to access this document online

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What tells us the answer is D?

Once again, it is The Comp Bulletin giving us the correct answer.  For Exterior Windows, we would go to pages 47 & 48.  For Common Area Windows, we would go to page 72 to see how to record this defect.  And for Units, we would go to pages 90 & 91 to see how to record this.  Since we are on the "Building Exterior", we are going to look at pages 47 & 48.

If we click on the hyperlink "REAC Compilation Bulletin", it will take us to the Compilation Bulletin. . . .  So, let's go to the next slide.

**Why does an Inspector only record "H&S – Hazards – Any Other"?**

Reference "REAC Compilation Bulletin"
➤ Building Exterior – page 47 & 48, paragraph K.1.a.
➤ Common Areas – page 72, paragraph T.1.a.
➤ Units – page 90 - 91, paragraph R.1.a.

Click here to access this document online

**R. WINDOWS**

1. Sample buildings may be generated that contain no sample units. Therefore, window deficiencies may have to be recorded in different inspectable areas depending on whether the sample building has sample units to be inspected or not. They are to be recorded as follows:

a. If a sample building has sample units and common areas, record window deficiencies in the units and
common areas in which they are observed. Health and Safety window deficiencies that are observed on non-sample units should be recorded under [Exterior or Common Area].

[appropriate floor level (if applicable)], [Health and Safety], [Hazards], [Any Other - This does pose a risk of bodily injury].

So, lets take a closer look at what the Comp Bulletin has to say about Windows when we see a Window defect on the "Building Exterior" associated with a non-sample unit.

After the Comp Bulletin is opened, we need to go to pages 47 & 48 to read about how we are to record this defect. The Comp Bulletin tells us "H&S window deficiencies that are observed on non-sample units (in a Building with sample units) should be recorded under "Exterior or Common Areas". Basically, in which ever "Inspectable Area" the H&S is observed in and should be recorded under . . . H&S – Hazards – Any Other" . . . ".
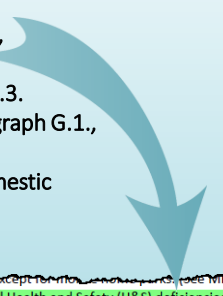
So, when the "Comp Bulletin" gives us specific directions on how to record a particular defect, then that specific defect most be recorded that way, or it is considered to be incorrectly recorded.

Why is this so important? If this defect, as with all defects is recorded under the wrong "Inspectable Defect" or the wrong "Inspectable Area" or the wrong "Inspectable Item", it will have a direct affect on the final property score and could result in the inspection being Rejected by the PASS Review Team. That is why it is so important for all inspectors to record defects as required by protocol in the Comp Bulletin or other REAC official documents.

## Where Else is there Information on when to Record a defect under "H&S – Hazards – Any Other"?

Reference "REAC Compilation Bulletin"
- ➢ Page 7, under "Conducting Inspections", paragraph 3
- ➢ Page 43, under "Electrical", paragraph B.3.
- ➢ Page 45, under "Exterior Outlets", paragraph G.1., G.3., & G.5.
- ➢ Page 50, under "Building Systems – Domestic Water", paragraph B.2.
- ➢ And Other Locations

3. Inspectors are required to record all Health and Safety (H&S) deficiencies observed during the inspection. All Health and Safety deficiencies must be recorded when observed whether located in areas selected for inspection or not. This includes buildings not in the sample and structures that do not meet the REAC definition of a building. Exigent Health and Safety (EH&S) deficiencies observed on non-sample buildings, units, and structures will be recorded as [Site, Exterior or Common Area], [Health and Safety], [appropriate building, nearest building or floor level], [Hazards], [Any Other - This Does Pose a Risk of Bodily Injury]. For deficiencies observed on structures that do not meet the REAC definition of a building, assign the deficiency to the nearest building and provide the specific location and appropriate description in the optional comments field. These deficiencies must be included on the EH&S form.

4. Inspectors must download the inspection prior to arriving at the property.

The Comp Bulleting also gives several other examples of when to record a "H&S – Hazards – Any Other". One of the first examples in the Comp Bulleting is on page 7. Basically, the Comp Bulletin is stating that all observed "**H&S" defects** are required to be recorded. There are no exception to this protocol. Even the H&S defects on buildings not in the sample, structures that do not meet REAC's definition of a building, and Units not in the sample.

Go to next slide

**When do you Not Include Buildings and/or Units in Your Property Profile for Sample Selection?**

Reference "REAC Compilation Bulletin" on how to Deal with Permanently Off-Line vs Temporarily Off-Line

➢ Page 25 - 27, under "Buildings Off-Line" & "Clarification for Off-Line Buildings & Units (PHA & MF)"

    ➢ Be sure to Understand how to Handle "Permanent Off-Line Buildings/Units" (whether PHA or MF)

    ➢ Be sure to Understand how to Handle "Temporary Off-Line Buildings/Units" (whether PHA or MF)

Permanently Off-Line & Scheduled for Demolition

Building/Units Vacant & Temporarily Off-Line for Renovations

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When should we, and when should we not include Buildings and Units in our Property Profile to be part of the Generated Sample? This is very important to know and understand, because it has a direct effect on the size of your building and unit sample size . . . If we are not sure, we need to reference the Comp Bulleting on pages 25 through 28. . . . We need to reference pages 25 through 27 to determine how to deal with "Permanently Off-Line Buildings and Units" that will never be coming back online, and how to deal with "Temporarily Off-Line Buildings and Units" that will be coming back online at a later date.

Page 28 tells us how to deal with Units that have been converted to "Common Area" space and these Units could also be known are "Permanently Off-Line Units" according to this paragraph.

**Permanently Off-Line Buildings/Units**

During an inspection, the inspector may find that some Buildings/Units are Permanently Off–Line

➢ Permanently Off-Line Buildings/Units should be identified & handled as follows:

  ➢ Buildings/Units the property has taken off-line and are never intended to come back on-line in the future

  ➢ These buildings/units are no longer included on the rent roll

  ➢ These buildings are usually boarded up and isolated by fencing/wire

  ➢ These buildings/units will be recorded as Permanently Off-Line using one of the following options prior to generating the sample:

| | |
|---|---|
| ➢ Added by Mistake | ➢ Not Part of Property |
| ➢ Boarded Up/Permanently Off-Line | ➢ Sold |
| ➢ Demolished | |

  ➢ These Buildings and Units will not be included in the sample and they will not contribute to the total number of buildings or units in the sample

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**Continued on next slide**

What is the basic difference between Buildings and Units being "Permanently Off-Line" and being "Temporarily Off-Line"?

If Buildings and/or Units are "Permanently Off-Line", the buildings and/or Units must be removed from the property profile prior to sample generation.

If Buildings and/or Units are "Temporarily Off-Line", the buildings and/or Units must be recorded as Off-Line after sample generation. This way, your sample of buildings and units is based off the total number of buildings, even those 100% vacant, and the total number of units, even those units in the vacant buildings under renovation.

Properties with only one building, such as a highrise elevator building, may have a section of the building closed off Temporarily for renovations during a REAC inspection. On how to deal with this situation, reference how to handle "Temporarily Off-Line Buildings/Units" in the Compilation Bulletin.

## Permanently Off-Line Buildings/Units

Permanently Off–Line Buildings/Units

➢ <u>Public Housing</u> Permanently Off-Line Buildings/Units should be identified & handled as follows:

  ➢ Buildings/Units are no longer used by residents, staff, etc., and vacant

  ➢ Set aside while waiting for demolition, eminent domain, to be sold, or completely abandoned with no plans to be return to any type of use.

  ➢ Usually boarded up and fenced off from the rest of the property

  ➢ Will be recorded as Permanently Off-Line <u>prior</u> to generating the sample

  ➢ Buildings and Units will not be included in the total number of buildings or units to generate a sample

➢ <u>Multifamily Housing</u> Permanently Off-Line Buildings/Units should be identified & handled as follows:

  ➢ When found on Multifamily property, treat identical to Public Housing being Permanently Off-Line

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## Temporarily Off-Line Buildings/Units

During an inspection, the inspector may find that some Buildings/Units are Temporarily Off–Line

➢ Temporarily Off-Line Buildings/Units should be identified & handled as follows:

- ➢ Buildings/Units the property has taken off-line & are intended to come back on-line in the future after undergoing renovations or modernization
- ➢ These buildings/units are included on the rent roll
- ➢ These buildings are usually boarded up and isolated by fencing/wire
- ➢ These buildings/units will be recorded as Temporarily Off-Line using one of the following options after generating the sample:



- ➢ Boarded Up/Temporarily Off-Line
- ➢ Police Restricted Area
- ➢ Undergoing Extensive Rehab
- ➢ Resident Refusal
- ➢ Vacant
- ➢ Fire Damaged
- ➢ Other Hazards
- ➢ No Access

- ➢ These Buildings and Units will be included in the sample and they will contribute to the total number of buildings or units in the sample
- ➢ These Buildings or Units must be completely vacant

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# Public Housing
# Temporarily Off-Line Buildings/Units

### Temporarily Off–Line Buildings/Units

➢ Public Housing Temporarily Off-Line Buildings/Units should be identified & handled as follows:

   ➢ Buildings/Units are no longer used by residents, staff, etc., and are vacant

   ➢ Set aside while waiting renovations or modernizations and are planned to be brought back into service at a later date

   ➢ Buildings are usually boarded up and fenced off from the rest of the property

   ➢ Will be recorded as Temporarily Off-Line after generating the sample

   ➢ Buildings and Units will be included in the total number of buildings or units to generate a sample

   ➢ Vacant buildings and/or units will not be inspected



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## Multifamily Housing
## Temporarily Off-Line Buildings/Units

Temporarily Off–Line Buildings/Units

➢ Multifamily Housing Temporarily Off-Line Buildings/Units should be identified & handled as follows:

➢ If not approved by HUD (local field office) to be Temporarily Off-Line

➢ Vacant buildings and/or units are subject to the 15% threshold rule

➢ If the property is under the 15% threshold rule, Vacant buildings and/or vacant units Must be inspected

➢ If these vacant buildings or units are boarded up and/or utilities turned off, the POA must make them available for inspecting

➢ All defects will be recorded, including defects for turned off utilities

➢ If approved by HUD (local field office) to be Temporarily Off-Line – reference next slide

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## Multifamily Housing
## Temporarily Off-Line Buildings/Units

### Temporarily Off–Line Buildings/Units

- ➢ Multifamily Housing Temporarily Off-Line Buildings/Units should be identified & handled as follows:

  - ➢ When approved by HUD to be Temporarily Off-Line, the property will need the following:

    - ➢ POA must provide a letter from the local HUD Field Office identifying the buildings/units approved to be temporarily off-line

    - ➢ The inspector must reference this letter in Property comment field

    - ➢ These Buildings and Units will be included in the property profile and contribute to the total number of buildings or units in the sample

**Continued on next slide**

# Multifamily Housing
# Temporarily Off-Line Buildings/Units

➢ If these vacant buildings and/or units are in the sample, they will <u>NOT</u> be inspected, but replaced with alternates as required by REAC protocol

    ➢ If no alternate is available, call TAC

➢ Approved Multifamily Housing Temporarily Off-Line buildings and units in the sample, will be replaced in the sample after entering one of the following reasons for "cannot be inspected":

    ➢ Undergoing Extensive Rehab    ➢ No Access

    ➢ Fire Damage              ➢ Other Hazards

➢ Do not select "Vacant" or "Boarded-Up/Temporarily Off-Line"

    ➢ Reason – selecting one of these could require you to inspect a vacant building/unit

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# Multifamily Housing
# Temporarily Off-Line Buildings/Units

➢ Vacant buildings and/or units are NOT subject to the 15% threshold rule when approved to be Off-Line

➢ All defects will be recorded in inspected buildings and inspected units

 ➢ Though off-line buildings/units are not to be inspected, any observed Exigent Health and Safety (EH&S) must be recorded under "H&S – Hazards – Any Other".



Building/Units Vacant & Temporarily Off-Line for Renovations

**Continued on next slide**

**When do you Not Include Buildings and/or Units in Your Property Profile for Sample Selection?**

Situation:

1. 2 Highrise Buildings with 100 units each

2. Building #2 is totally vacant and approved by HUD to be Off-Line for renovations during a REAC Inspection

3. Building #2 is scheduled to come back on-line next year

4. Whether Public Housing or Multifamily Housing, you have all the required and necessary documentation and information to answer the next Question.

**Here is the Situation at the Property**: There are 2 highrise buildings with 100 units each. Building #2 is totally vacant and approved by HUD to be under renovations and scheduled to come back on-line after renovations are completed. The property has all of the required documentation for the building and units to be "Off-Line" and not inspected during the current REAC inspection.

We need to go to the next slide to see what the question will be.

**When do you Not Include Buildings and/or Units in Your Property Profile for Sample Selection?**

Situation:

1. 2 Highrise Buildings with 100 units each
2. Building #2 is totally vacant and approved by HUD to be Off-Line for renovations during a REAC Inspection
3. Building #2 is scheduled to come back on-line next year
4. Whether Public Housing or Multifamily Housing, you have all the required and necessary documentation and information to answer the next Question.

Question?: How do you handle Building #2 in your profile in your DCD?

A) Record Building #2 as "Boarded Up/Temporarily Offline" before generating the sample
B) Record Building #2 as "Boarded Up/Temporarily Offline" after generating the sample
C) A or B is acceptable

29

So, we already know the Situation at a property.

How should you handle the Building #2 in your DCD?  So, think about this next question and how you would answer, or deal with this situation if you were at this property.  For the building under renovation, would you put the building with 100 units off-line prior to generating the sample, or would you put the building with 100 units "Off-Line" after the sample is generated? . . . When do you deal with Building #2 in your DCD?  Prior to generating the sample or after generating the sample?  . . .  The good thing about the Dine & Learn, is if you answer the question wrong, your inspections does not get rejected nor will you get an OS or a PD.  However, the bad thing about answering a question correctly, is you do not get a "Free Get Out of Jail" card to use at a later date and time. ;-)

So, what is the correct answer?  Let's go to the next page to what the answer is.

**When do you Not Include Buildings and/or Units in Your Property Profile for Sample Selection?**

Situation:
1. 2 Highrise Buildings with 100 units each
2. Building #2 is totally vacant and approved by HUD to be Off-Line for renovations during a REAC Inspection
3. Building #2 is scheduled to come back on-line next year
4. Whether Public Housing or Multifamily Housing, you have all the required and necessary documentation and information to answer the next Question.

Question?: How do you handle Building #2 in your profile in your DCD?

CORRECT ANSWER IS

B. Record Building #2 as "Boarded Up/Temporarily Offline" after generating the sample

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So, the correct answer is B.  You should put the building with 100 units off-line after **generating the sample**.  Why?  So the unit sample will be based off of 200 units, and not just 100 units.  Because the actual size of the property is still 200 units, even though 100 units are under renovations.  Also, your building sample size will be 2 buildings, but you can only inspect 1 building.  So, you will need to call TAC and get a TAC # for not being able to meet the building sample size.

**When do you Not Include Buildings and/or Units in Your Sample Size for Sample Selection?**

Whether Public Housing or Multifamily Housing - Not correctly handling Permanently Off-Line vs Temporarily Off-Line is Probably the #1 Reason for Good Inspections being Rejected by the PASS Review Team

➤ How do you avoid a Good Inspection from being Rejected?

  ➤ Clearly Understand REAC's Protocol on how to handle Permanently Off-Line Buildings/Units vs Temporarily Off-Line Buildings/Units

  ➤ If Protocol is not clear: call TAC for assistance and direction before generating the sample

SCHEDULED FOR DEMOLITION

UNDER RENOVATION

I have no data specifically on this but based on what I have seen while working with the PASS Review Team, the #1 reason for a Good inspection to be "Rejected" is to have an incorrect Building count or Unit count, or both. If the building or unit count is wrong, this has a direct effect on sample size and will cause your sample size to be different than what it should have been. As a result, this has a direct effect on the final property score and whether your inspection is accepted or rejected.

We're going to talk about how to deal with defects observed on units not in the sample.

Then, we're going to talk about how to handle buildings and/or units that are temporally off-line, and how to handle buildings and/or units that are permanently off-line.

And, to start out today, we are going to discuss Timestamp.    Especially, in units and how to prevent messing up your timestamp when you must record a defect in another inspectable area while inspecting a unit.    Such as, when you see a sprinkler head with paint on it.

**What are Some of the Most Incorrectly Recorded Window Defects?**

Question?: While Inspecting the Exterior of a Sample Building with sample units, you see this on a Unit **NOT** in the Sample. How do you Deal with this Broken Window with Sharp Edges?

A) Do not record any defects because this is a non-sample Unit
B) Record both defects under "Building Exterior"
C) Record "H&S – Hazards – Any Other" and "Glass Broken" under "Building Exterior"
D) Record only the "H&S – Hazards – Sharp Edges" under "Building Exterior"
E) Record only "H&S – Hazards – Any Other" under "Building Exterior"

Go to the next slide to see

What are some commonly miss recorded "Window" Defects?  Well, let's see.  Listen closely to what I am about to say, or you will miss some key information.

While you are inspecting the exterior of a Building, you see this window has a broken glass with sharp edges on a Unit **NOT** in the sample.  There are other units in this building in your unit sample.  How should these defects be recorded, or should these defects even be recorded since the defects are on a non-sample unit?

Is it "A"? Or, is it "B"?  Or, could it be "C"?  Or, could the answer possibly be "D"?  And the last possible correct answer could be "E".

So, start voting now on whether it is A, B, C, D or E.

**What are Some of the Most Incorrectly Recorded Window Defects?**

Question?: While Inspecting the Exterior of a Sample Building with sample units, you see this on a Unit **NOT** in the Sample. How do you Deal with this Broken Window with Sharp Edges?

A) Do not record any defects because this is a non-sample Unit
B) Record both defects under "Building Exterior"
C) Record "H&S – Hazards – Any Other" and "Glass Broken" under "Building Exterior"
D) Record only the "H&S – Hazards – Sharp Edges" under "Building Exterior"
E) Record only "H&S – Hazards – Any Other" under "Building Exterior"

WHY?

Correct Answer:
E) Record only "H&S – Hazards – Any Hazards" under "Building Exterior"

34                                    Go to the next slide to see

So, the Correct Answer is "E" – Record only the "H&S – Hazards – Any Other" under "Building Exterior". In your comments, make a note as to which non-sample unit this is.

Let's go to the next slide to see why this is the correct answer for this particular defect.

**When do you Not Include Buildings and/or Units in Your Property Profile for Sample Selection?**

Situation:

1. 2 Public Housing Elevator Structure Buildings with 30 units each.

2. Building A is totally vacant and will never be brought back online.

3. Building B is fully occupied.

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Go to the next slide to see

**Here is the Situation at the Property**: There are 2 Public Housing Elevator Structure buildings with 30 units each.  Building "A" is totally vacant and will never come back online.

Building "B" has occupied units and the office is in this building.

We need to go to the next slide to see what the question will be.

**When do you Not Include Buildings and/or Units in Your Property Profile for Sample Selection?**

Situation:
1. 2 Public Housing Elevator Structure Buildings with 30 units each.
2. Building A is totally vacant and will never be brought back online.
3. Building B is fully occupied.

Question?: How do you handle Building "A" in your profile in your DCD?

A) Record Building "A" as "Boarded Up/Permanently Offline" before generating the sample
B) Record Building "A" as "Boarded Up/Permanently Offline" after generating the sample
C) A or B is acceptable

So, we already know the Situation at a property.

How should you handle the Building "A" in your DCD? So, think about this next question and how you would answer, or deal with this situation if you were at this property. For the building permanently offline and never scheduled to come back online, would you put the building with 30 units as permanently off-line prior to generating the sample, or would you put the building with 30 units as permanently off-line after the sample is generated? Or, is either choice acceptable? . . . When do you deal with Building #2 in your DCD? Prior to generating the sample or after generating the sample? . . . The good thing about the Dine & Learn, is if you answer the question wrong, your inspections does not get rejected nor will you get an OS or a PD. However, the bad thing about answering a question correctly, is you do not get a "Free Get Out of Jail" card to use at a later date and time. ;-)

**Let's start voting.  You have 30 seconds.**

So, what is the correct answer? Let's go to the next page to what the answer is.

**When do you Not Include Buildings and/or Units in Your Property Profile for Sample Selection?**

Question?: How do you handle Building #2 in your profile in your DCD?

CORRECT ANSWER IS

A) Record Building "A" as "Boarded Up/Permanently Offline" before generating the sample

So, the correct answer is A.  You should put the building "A" with 30 units permanently off-line before **generating the sample**.  Why?  So the sample will be based off of 1 building and 30 units, and not both building and 60 units. So, you will need to call TAC and get a TAC # because your property profile has changed and has a direct effect on the total number of buildings and units.