

## **Revised Dictionary of Deficiency Definitions**

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### **SITE INSPECTABLE ITEMS**

Items to inspect for "Site" are as follows:

- Fencing and Gates
- Grounds
- Mailboxes/Project Signs
- Market Appeal
- Parking Lots/Driveways/Roads
- Play Areas and Equipment
- Refuse Disposal
- Retaining Walls
- Storm Drainage
- Walkways/Steps

#### **Fencing and Gates (Site)**

Fence: A structure functioning as a boundary or barrier. An upright structure serving to enclose, divide or protect an area.

Gate: A structured opening in a fence for entrance or exit.

**Note:** This does not include swimming pool fences or gates. Swimming pool fences and gates are covered under "Pools and Related Structures (Common Areas)."

This inspectable item can have the following deficiencies:

- Holes/Missing Sections/Damaged/Falling/Leaning – Non-Security/Non-Safety
- Holes/Missing Sections/Damaged/Falling/Leaning – Security/Safety

#### **Holes/Missing Sections/Damaged/Falling/Leaning – Non-security/Non-safety (Fencing and Gates – 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 another section, "Pools and Related Structures (Common Areas)."
2. Fences designed for security/safety are addressed under "Holes/Missing Sections/Damaged/Falling/Leaning – Security/Safety (Fencing and Gates – Sites)."

Level of Deficiency:

*Level 1:* N/A

*Level 2:* A non-security/non-safety fence or gate contains holes or deterioration/damage in greater than 25% of a fence.

*Level 3:* N/A

Comment:

Level 2: If the non-security/non-safety fence poses any danger, note this as a health and safety issue under “Hazards (Health and Safety).”

**Holes/Missing Sections/Damaged/Falling/Leaning – Security/Safety (Fencing and Gates – 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 “Holes/Missing Sections/Damaged/Falling/Leaning – Non-Security/Non-Safety (Fencing and Gates – Sites).”
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 4 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 Areas).”

Level of Deficiency:

*Level 1:* A security/safety fence or gate contains small holes or related damage as defined above (smaller than 12 inches by 12 inches) in less than 25% of the fence.

*Level 2:* 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.

*Level 3:* A security/safety fence or fence section contains large holes or related damage as defined above (greater than 12 inches by 12 inches) or is missing a section.

**Note:** If the fence can cause injury or allow bodily harm, record it under “Hazards (Health and Safety).”

**Grounds (Site)**

The improved land adjacent to or surrounding the housing and related structures. This does not include land not owned or under the control of the housing provider.

This inspectable item can have the following deficiencies:

- Erosion/Rutting Areas
- Overgrown/Penetrating Vegetation

- Ponding/Site Drainage

### **Erosion/Rutting Areas (Grounds – Site)**

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

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

**Note:** This does not include erosion/rutting from a defined storm drainage system or in a play area. These are covered in these sections: "Storm Drainage (Site)" and "Play Areas and Equipment (Site)."

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* Erosion has caused surface material to collect, leading to a degraded surface that would likely cause water to pool in a confined area, especially next to structures, paved areas, or walkways.

-OR-

A rut/groove is 6 to 8 inches wide and 3 to 5 inches deep.

*Level 3:* 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-

There is a rut larger than 8 inches wide by 5 inches deep.

### **Overgrown/Penetrating Vegetation (Grounds – Site)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* 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 you see no visible damage.

-OR-

Extensive, dense vegetation obstructs the intended path of walkways or roads, but the path is still passable.

*Level 3:* Plants have visibly damaged a component, area, or system of the property or have made them unusable/impassable.

## **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 does not include detention/retention basins or ponding on paved areas, such as parking lots:
  - Detention/retention basins are covered in "Storm Drainage (Site)."
  - Ponding on paved areas is covered in "Parking Lots/Driveways/Roads (Site)."
2. If there has been measurable precipitation (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.

### Level of Deficiency:

*Level 1:* N/A

*Level 2:* An accumulation of water (3 to 5 inches deep) affects the use of at least 100 square feet of the grounds, but the grounds are generally usable.

*Level 3:* There is an accumulation of more than 5 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.

## **Mailboxes/Project Signs (Site)**

Mailbox is a public container where mail is deposited for distribution and collection. This does not include mailboxes owned and maintained by the US Postal Service, such as the "Blue Boxes." Project signs are boards, posters, or placards displayed in a public place to advertise, impart information, or give directions. This does not include signs owned and maintained by the city.

This inspectable item can have the following deficiencies:

- Mailbox Missing/Damaged
- Signs Damaged

## **Mailbox Missing/Damaged (Mailboxes/Project Signs – 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."

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The U.S. Postal Service resident/unit mailbox cannot be locked.

-OR-

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

**Signs Damaged (Mailboxes/Project Signs – Site)**

Deficiency: The project sign is not legible or readable because of deterioration or damage.

Level of Deficiency:

*Level 1:* The sign is damaged, vandalized, or deteriorated, and cannot be read from a reasonable distance (for example, 20 feet).

*Level 2:* N/A

*Level 3:* N/A

**Market Appeal (Site)**

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

This inspectable item can have the following deficiencies:

- Graffiti
- Litter

**Graffiti (Market Appeal – Site)**

Deficiency: You see 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.

**Note:** There is a difference between art forms and graffiti. Do not consider full wall murals and other art forms as graffiti.

Level of Deficiency:

*Level 1:* You see graffiti in 1 place.

*Level 2:* You see graffiti in 2 to 5 places.

*Level 3:* You see graffiti in 6 or more places.

**Litter (Market Appeal – Site)**

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

**Note:** Judge litter as you would judge the condition of a city park in America. Do not include these as litter:

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see excessive litter on the property.

*Level 3:* N/A

**Parking Lots/Driveways/Roads (Site)**

An area for parking motorized vehicles begins at the curbside and includes all parking lots, driveways or roads within the property lines that are under the control of the housing provider.

This inspectable item can have the following deficiencies:

- Cracks/Settlement/Heaving/Loose Materials/Potholes
- Ponding

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

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

**Note:**

1. Do not include cracks on walkways/steps.
2. For this to be a Level 2 deficiency, more than 10% of the area must be impacted, for example, 100 out of 1,000 square feet. The 10% level does not apply to Level 3 conditions.
3. Relief joints are there by design; do not consider them cracks.
4. Repaired/sealed cracks should not be considered a deficiency.
5. When observing traffic ability, consider the capacity to support people on foot, in wheelchairs, and using walkers or canes, etc., and the potential for problems and hazards.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* Damaged pavement as defined above greater than ¾ 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 you see cracks on more than 10% of the paved area.

*Level 3:* Damaged pavement as defined above has made a parking lot/driveway unusable/impassable or creates unsafe conditions for pedestrians and vehicles.

Comment:

Level 2: If the height differential is greater than 3/4 inch, consider this a safety hazard. If the condition of the surface could cause tripping or falling, you must manually record this deficiency under "Hazards (Health and Safety)."

**Ponding (Parking Lots/Driveways/Roads – Site)**

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

**Note:**

1. Consider the impact of any measurable precipitation, 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.
2. For parking lots/driveways/roads only, note a deficiency if you see ponding on more than 5% of the paved area.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* Between 1 and 3 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.

*Level 3:* More than 3 inches of water has accumulated making 5% or more of a parking lot/driveway/road unusable or unsafe.

**Play Areas and Equipment (Site)**

An outdoor area set aside for recreation or play, especially one containing equipment such as seesaws and swings.

This inspectable item can have the following deficiencies:

- Damaged/Broken Equipment
- Deteriorated Play Area Surface

**Damaged/Broken Equipment (Play Areas and Equipment – Site)**

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

**Note:** Do not evaluate equipment that 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.

Level of Deficiency:

*Level 1:* You see that some of the equipment, 20% to 50%, does not operate as it should, but poses no safety risk.

*Level 2:* You see that most of the equipment, more than 50%, does not operate as it should, but poses no safety risk.

*Level 3:* You see equipment that poses a threat to safety and could cause injury.  
**Deteriorated Play Area Surface (Play Areas and Equipment – Site)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* 20% to 50% of the total surveyed play area surface shows deterioration.

*Level 3:* More than 50% of the surveyed play area surface shows deterioration.

Comment:

*Level 3:* If the play area surface could cause tripping or falling, you must manually record this deficiency under "Hazards (Health and Safety)."

### **Refuse Disposal (Site)**

Collection areas for trash/garbage common pick-up.

### **Broken/Damaged Enclosure – Inadequate Outside Storage Space (Refuse Disposal – Site)**

Deficiency: The outdoor enclosed area used as a trash/refuse site is:

- Broken or damaged, including its walls.
- OR-
- Too small to properly store refuse until disposal.

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* 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.

*Level 3:* N/A

### **Retaining Walls (Site)**

A wall built to support or prevent the advance of a mass of earth or water.

### **Damaged/Falling/Leaning (Retaining Walls – Site)**

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

Level of Deficiency:

*Level 1:* 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.

*Level 2:* N/A

*Level 3:* A retaining wall is damaged and has failed or is a safety risk.

### **Storm Drainage (Site)**

System used to collect and dispose of surface runoff water through the use of culverts, underground structures, or natural drainage features, e.g., swales, ditches, etc.

### **Damaged/Obstructed (Storm Drainage – Site)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* The system is partially blocked by a large quantity of debris, causing backup into adjacent area(s).

*Level 3:* The system is structurally unsound/damaged or completely blocked, or a large segment of the system has failed because a large quantity of debris has caused:

- Backups into adjacent area(s).
- OR-
- Runoffs into areas where runoffs are not intended.

### **Walkways/Steps (Site)**

Passages for walking and the structures that allow for changes in vertical orientation.

This inspectable item can have the following deficiencies:

- Broken/Missing Hand Railing
- Cracks/Settlement/Heaving
- Spalling

### **Broken/Missing Hand Railing (Walkways/Steps – Site)**

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 missing, damaged, loose, or otherwise unusable.

**Cracks/Settlement/Heaving (Walkways/Steps – 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. For this to be a Level 2 deficiency, 5% of the walkways must be impacted, for example, 50 out of 1,000 square feet.
3. Relief joints are there by design; do not consider them cracks.
4. Repaired/sealed cracks should not be considered a deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* Damaged, as defined above, is greater than 3/4 inch, hinging/tilting, or missing section(s) that affect more than 5% of the property's walkways/steps.

*Level 3:* N/A

Comment:

Level 2: If the walkways or steps could cause tripping or falling, you must manually record this deficiency under "Hazards (Health and Safety)."

**Spalling (Walkways/Steps – Site)**

Deficiency: A concrete or masonry walkway is flaking, chipping, or crumbling, possibly exposing underlying reinforcing material. This is a defect 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.

Level of Deficiency:

*Level 1:* More than 5% of the walkway/steps have small areas of spalling, 4 inches by 4 inches or less.

*Level 2:* More than 5% of the walkway/steps have large areas of spalling, larger than 4 inches by 4 inches, and this affects traffic ability.

*Level 3:* N/A



## **BUILDING EXTERIOR INSPECTABLE ITEMS**

Items to inspect for "Building Exterior" are as follows:

- Doors
- FHEO/Uniform Federal Accessibility Standards (UFAS)
- Fire Escapes
- Foundations
- Lighting
- Roofs
- Walls
- Windows

### **Doors (Building Exterior)**

Means of access to the interior of a building or structure. Doors provide privacy, control passage, maintain security, provide fire and weather resistance. Includes entry to maintenance areas, boiler and mechanical rooms, electrical vaults, storage areas, etc.

**Note:** This does not include unit doors.

This inspectable item can have the following deficiencies:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks
- Damaged Surface (Holes/Paint/Rust/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Deteriorated/Missing Caulking/Seals
- Missing Door

### **Damaged Frames/Threshold/Lintels/Trim (Doors – Building Exterior)**

**Deficiency:** You see a frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken.

**Note:** If you see damage to a door's hardware (locks, hinges, etc.) record this under "Damage Hardware/Locks (Doors – Building Exterior)."

#### **Level of Deficiency:**

*Level 1:* N/A

*Level 2:* At least 1 door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

*Level 3:* At least 1 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.

#### **Comment:**

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Damaged Hardware/Locks (Doors – Building Exterior)**

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. If a door is designed to have locks, the locks should work.
2. If a door is not designed to have locks, do not record a deficiency for not having a lock.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* One door does not function as it should or cannot be locked because of damage to the door's hardware.

*Level 3:* One door's panic hardware does not function as it should.

-OR-

One entry door or fire/emergency door does not function as it should or cannot be locked because of damage to the door's hardware.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Health and Safety: Hazards."

### **Damaged Surface (Holes/Paint/Rust/Glass) (Doors – Building Exterior)**

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

- May affect either the surface protection or the strength of the door.

-OR-

- May compromise building security.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* One door has a hole or holes with a diameter ranging from ¼ inch to 1 inch.

*Level 3:* One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, or rust that affects the integrity of the door surface, or broken/missing glass.

-OR-

One entry door or fire/emergency door has a hole or holes with a diameter ranging from ¼ inch to 1 inch.

### **Damaged/Missing Screen/Storm/Security Door (Doors – Building Exterior)**

Deficiency: You see damage to surfaces, including screens, glass, frames, hardware, and door surfaces.

Level of Deficiency:

*Level 1:* At least 1 screen door or storm door is damaged or is missing screens or glass, shown by an empty frame or frames.

*Level 2:* N/A

*Level 3:* A security door is not functioning or missing. ("Missing" applies only if a security door that should be there is not there.)

**Deteriorated/Missing Caulking/Seals (Doors – Building Exterior)**

Deficiency: Sealant and stripping designed to resist weather or caulking is missing or deteriorated.

**Note:** This applies only to 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.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The seals/caulking is missing on 1 entry door, or they are so damaged that they do not function as they should.

**Missing Door (Doors – Building Exterior)**

Deficiency: A door is missing.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* A single missing building exterior door.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

**FHEO/UFAS (Building Exterior)**

This inspectable item can have the following deficiencies:

- Main Entrance Less Than 32” Wide
- Obstructed or Missing Accessibility Route

**Main Entrance Less Than 32” Wide (FHEO/UFAS – Building Exterior)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The distance between the face of the door and the opposite doorstop is not 32" wide.

**Obstructed or Missing Accessibility Route (FHEO/UFAS – Building Exterior)**

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.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* There is not an accessible route.

**Fire Escapes (Building Exterior)**

All buildings must have acceptable fire exits. This includes both stairway access doors and external exits. These can 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.

This inspectable item can have the following deficiencies:

- Blocked Egress/Ladders
- Visibly Missing Components

**Blocked Egress/Ladders (Fire Escapes – Building Exterior)**

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

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* Stored items or other barriers restrict or block people from exiting.

**Visibly Missing Components (Fire Escapes – Building Exterior)**

Deficiency: You see that any of the components that affect the function of the fire escape are missing.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see that any of the functional components that affect the function of the fire escape, for example, 1 section of a ladder or a railing, is missing.

### **Foundations (Building Exterior)**

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.

This inspectable item can have the following deficiencies:

- Cracks/Gaps
- Spalling/Exposed Rebar

### **Cracks/Gaps (Foundations – Building Exterior)**

Deficiency: You see a split in the exterior of the lowest structural wall.

**Note:** Cracks that show evidence of water penetration should be evaluated here.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see cracks more than 1/8 inch wide by 1/8 inch deep by 6 inches long.

-OR-

You see large pieces, for example, many bricks, that are separated or missing from the wall or floor.

*Level 3:* You see large cracks or gaps more than 3/8 inch wide by 3/8 inch deep by 6 inches long, a possible sign of a serious structural problem.

-OR-

You see cracks that are the full depth of the wall, providing opportunity for water penetration.

-OR-

You see sections of the wall or floor that are broken apart.

Comment:

Level 3: If you have any doubt about the severity of the problem, request an inspection by a structural engineer.

### **Spalling/Exposed Rebar (Foundations – Building Exterior)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see obvious, large spalled area(s) affecting 10% to 50% of any foundation wall.

*Level 3:* You see obvious, significant spalled area(s) affecting more than 50% of any foundation wall.

-OR-

You see spalling that exposes any reinforcing material, such as rebar or other.

Comment:

Level 3: If you have any doubt about the severity of the problem, request an inspection by a structural engineer.

**Lighting (Building Exterior)**

System to provide illumination of building exteriors and surrounding grounds. Includes fixtures, lamps, stanchions, poles, supports, and electrical supply that are associated with the building itself.

**Broken Fixtures/Bulbs (Lighting – Building Exterior)**

Deficiency: Includes broken fixtures and bulbs. This deficiency covers all or part of the lighting associated with the building, including lighting attached to the building used to light the site. If you see lighting that is not directly attached to a specific building, assign it to the nearest building.

**Note:** If a damaged fixture or bulb presents a safety hazard, rate it as Level 3, and record it manually as a health and safety concern. This includes broken fixtures and bulbs that could fall on pedestrians or could lead to electrocution.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* 20% to 50% of the lighting fixtures and bulbs surveyed are broken or missing, but this does not constitute an obvious safety hazard.

*Level 3:* More than 50% of the lighting fixtures and bulbs surveyed are broken or missing.

-OR-

The condition constitutes an obvious safety hazard.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Electrical Hazards (Health and Safety)."

## **Roofs (Building Exterior)**

Roof system consists of the structural deck, weathering surface, flashing, parapet, and drainage system. They may be flat or pitched.

This inspectable item can have the following deficiencies:

- Damaged/Clogged Drains
- Damaged Soffits/Fascia
- Damaged Vents
- Damaged/Torn Membrane/Missing Ballast
- Missing/Damaged Components from Downspout/Gutter
- Missing/Damaged Shingles
- Ponding (Roofs)

### **Damaged/Clogged Drains (Roofs – Building Exterior)**

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

**Note:**

1. This does not include gutters and downspouts. For these, see "Missing/Damaged Components from Downspout/Gutter (Roofs – Building Exterior)."
2. If there has been measurable precipitation (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 long-standing problem.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see 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 you see no evidence of ponding.

*Level 3:* The drain is so damaged or clogged with debris that the drain no longer functions, as shown by ponding.

Comment:

Level 3: If you have any doubt about the severity of the condition, an inspection by a roofing specialist is recommended.

### **Damaged Soffits/Fascia/Soffit Vents (Roofs – Building Exterior)**

Deficiency: You see damage to soffit, fascia, soffit vents, or associated components that may provide opportunity for water penetration or other damage from natural elements.

Level of Deficiency:

*Level 1:* You see damage to soffits, fascia or soffit vents, but no obvious opportunities for water penetration.

*Level 2:* N/A

*Level 3:* Soffits, fascia or soffit vents that should be there are missing or so damaged that water penetration is visibly possible.

Comment:

Level 3: If you have any doubt about the severity of the condition, an inspection by a roofing specialist is recommended.

**Damaged Vents (Roofs – 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 does not include exhaust fans on the roof or soffit vents:

- Exhaust fans are covered under "Roof Exhaust System (Building Systems)."
- Soffit vents are covered under "Damaged Soffits/Fascia/Soffit Vents (Roofs – Building Exterior)."

Level of Deficiency:

*Level 1:* The vents are visibly damaged, but do not present an obvious risk to promote further roof damage.

*Level 2:* N/A

*Level 3:* Vents are missing or so visibly damaged that further roof damage is possible.

**Damaged/Torn Membrane/Missing Ballast (Roofs – Building Exterior)**

Deficiency: In the membrane or flashing, you see 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.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* Ballast has shifted and no longer functions as it should.

*Level 3:* You see signs of damage, as defined above, to the membrane that may result in water penetration.

Comment:

Level 3: If the condition warrants further inspection, inspection by a roofing specialist is recommended.

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

Deficiency: You see that components of the drainage system, including gutters, leaders, downspouts, splashblocks, and drain openings, are missing or damaged.

**Note:** This does not include clogged drains. For clogged drains, see "Damaged/Clogged Drains (Roofs – Building Exterior)."

Level of Deficiency:

*Level 1:* Splashblocks are missing or damaged.

*Level 2:* You see that drainage system components are missing or damaged, but there is no visible damage to the roof, structure, exterior wall surface, or interior.

*Level 3:* You see that drainage system components are missing or damaged, causing visible damage to the roof, structure, exterior wall surface, or interior.

### **Missing/Damaged Shingles (Roofs – Building Exterior)**

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

**Note:** A square is 100 square feet.

Level of Deficiency:

*Level 1:* Up to 1 square of surface material or shingles is missing or damaged from roof areas you survey.

*Level 2:* One to 2 squares of surface material or shingles are missing or damaged from surveyed roof areas.

*Level 3:* More than 2 squares of shingles are missing or damaged from surveyed roofing areas.

Comment:

Level 3: If you have any doubt about the severity of the condition, an inspection by a roofing specialist is recommended.

### **Ponding (Roofs – Building Exterior)**

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

**Note:** If there has been measurable precipitation (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 long-standing problem.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see evidence of standing water on the roof, causing potential or visible damage to roof surface or underlying materials.

Comment:

Level 3: If you have any doubt of the severity of the condition, an inspection by a roofing specialist is recommended.

**Walls (Building Exterior)**

The exterior enclosure of the building or structure. Materials for construction include concrete, masonry block, brick, stone, wood, glass block. Surface finish materials include metal, wood, vinyl, stucco.

**Note:** This does not include foundation walls.

This inspectable item can have the following deficiencies:

- Cracks/Gaps
- Damaged Chimneys
- Missing/Damaged Caulking/Mortar
- Missing Pieces/Holes/Spalling
- Stained/Peeling/Needs Paint

**Cracks/Gaps (Walls – Building Exterior)**

Deficiency: You see a split, separation, or gap in the exterior walls.

**Note:** If you see both cracks/gaps and missing pieces/holes/spalling, do not record both. If you see both deficiencies, record only 1 of the 2.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see a crack or gap that is more than 1/8 inch wide by 1/8 inch deep by 6 inches long.

-OR-

You see pieces, for example, many bricks, that are separated from the wall.

*Level 3:* You see a large crack or gap that is more than 3/8 inch wide or deep and 6 inches long, possibly a sign of a serious structural problem.

-OR-

You see a crack or gap that is the full depth of the wall, providing opportunity for water penetration.

-OR-

You see sections of the wall that are broken apart.

Comment:

Level 3: If you have any doubt of the severity of the condition, request an inspection by a structural engineer.

### **Damaged Chimneys (Walls – Building Exterior)**

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).

Level of Deficiency:

*Level 1:* The chimney cap is either visibly loose or damaged.

*Level 2:* The surface of the chimney shows surface damage on more than 1 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 4 inches by 4 inches.

*Level 3:* 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.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Missing/Damaged Caulking/Mortar (Walls – Building Exterior)**

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.

Level of Deficiency:

*Level 1:* Mortar is missing around a single masonry unit.

-OR-

Deteriorated caulk is confined to less than 12 inches.

*Level 2:* Mortar is missing around more than 1 contiguous masonry unit.

-OR-

You see deteriorated caulking in an area longer than 12 inches.

*Level 3:* N/A

### **Missing Pieces/Holes/Spalling (Walls – Building Exterior)**

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

- Materials that are rotting.

-OR-

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see that there is a missing piece, for example, a single brick or section of siding, or a hole larger than ½ inch in diameter.

-OR-

You see deterioration that affects an area up to 8½ inches by 11 inches.

*Level 3:* You see deterioration that exposes any reinforcing material (rebar).

-OR-

You see more than 1 missing piece, for example, a few bricks or a section of siding, or holes that affect an area larger than 8½ inches by 11 inches.

-OR-

You see a hole of any size that completely penetrates the exterior wall.

Comment:

Level 3: If you have any doubt about the severity of the condition, request an inspection by a structural engineer.

**Stained/Peeling/Needs Paint (Walls – Building Exterior)**

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

**Note:** This does not include walls that are not intended to have paint, such as most brick walls, etc.

Level of Deficiency:

*Level 1:* You observe that less than 50% of a single building exterior wall is affected.

*Level 2:* You observe that more than 50% of a single building exterior wall is affected.

*Level 3:* N/A

**Windows (Building Exterior)**

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

This inspectable item can have the following deficiencies:

- Cracked/Broken/Missing Panes
- Damaged/Missing Screens
- Damaged Sills/Frames/Lintels/Trim
- Missing/Deteriorated Caulking/Seals/Glazing Compound
- Peeling/Needs Paint

### **Cracked/Broken/Missing Panes (Windows – Building Exterior)**

Deficiency: A glass pane is broken, missing, or cracked.

Level of Deficiency:

*Level 1:* A glass pane is cracked, but you see no sharp edges.

*Level 2:* N/A

*Level 3:* A glass pane is missing or broken.

### **Damaged/Missing Screens (Windows – Building Exterior)**

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

Level of Deficiency:

*Level 1:* Three or more screens in 1 building are punctured, torn, otherwise damaged, or missing.

*Level 2:* N/A

*Level 3:* N/A

### **Damaged Sills/Frames/Lintels/Trim (Windows – Building Exterior)**

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

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

Level of Deficiency:

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

*Level 2:* Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness.

*Level 3:* N/A

### **Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Building Exterior)**

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

**Note:**

1. This also includes Thermopane or 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.)

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.

**Peeling/Needs Paint (Windows – Building Exterior)**

Deficiency:

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

**Note:** This does not include windows that were not intended to be painted.

Level of Deficiency:

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

*Level 2:* N/A

*Level 3:* N/A

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**BUILDING SYSTEMS INSPECTABLE ITEMS**

Items to inspect for "Building Systems" are as follows:

- Domestic Water
- Electrical System
- Elevators
- Emergency Power
- Fire Protection
- HVAC
- Roof Exhaust System
- Sanitary System

**Domestic Water (Building Systems)**

Portion of the building system that provides potable water conditioning, heating, and distribution, taking its source from outside the building and terminating in domestic plumbing fixtures. The system typically consists of water conditioners (filters and softeners), water heaters, transfer and circulating pumps, strainers, connecting piping, fittings, valves and supports.

**Note:** This does not include portion of water supply that connects to the heating and cooling system. Also, the delivery points of the system such as sinks and faucets in units or common areas.

This inspectable item can have the following deficiencies:

- General Rust/Corrosion on Heater Chimney
- Leaking Central Water Supply
- Misaligned/Damaged Ventilation System
- Missing Pressure Relief Valve
- Water Supply Inoperable

#### **General Rust/Corrosion on Heater Chimney (Domestic Water – Building Systems)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney.

#### **Leaking Central Water Supply (Domestic Water – Building Systems)**

Deficiency: You see water 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 includes both hot and cold water systems, but does not include fixtures. Address fixtures in dwelling 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.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see that water is leaking.

Comment:

Level 3: If leaking water is a health and safety concern (i.e., is leaking on or near electrical equipment), you must record it manually under "Electrical Hazards (Health and Safety)."

#### **Misaligned Chimney/Ventilation System (Domestic Water – Building Systems)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any misalignment that may cause improper or dangerous venting of exhaust gases.

**Missing Pressure Relief Valve (Domestic Water – Building Systems)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* There is no pressure relief valve.

-OR-

The pressure relief valve does not extend to the floor.

**Water Supply Inoperable (Domestic Water – Building Systems)**

Deficiency: Water is not available.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* There is no running water in any area of the building.

**Electrical System (Building Systems)**

Portion of the building system that safely provides electrical power throughout the building. Including 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 that are located in the units or common areas.

This inspectable item can have the following deficiencies:

- Blocked Access/Improper Storage
- Burnt Breakers
- Evidence of Leaks/Corrosion
- Frayed Wiring
- Missing Breakers/Fuses
- Missing Covers

**Blocked Access/Improper Storage (Electrical System – Building Systems)**

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:** If the panel board or main power switch is locked but authorized personnel can quickly gain access, do not record it as a deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Flammable Materials (Health and Safety)."

**Burnt Breakers (Electrical System – Building Systems)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any carbon residue, melted breakers, or arcing scars.

**Evidence of Leaks/Corrosion (Electrical System – Building Systems)**

Deficiency: You see liquid 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.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* Any corrosion that 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.

**Frayed Wiring (Electrical System – Building Systems)**

Deficiency: You see nicks, abrasions, or fraying of the insulation that expose wires that conduct current.

**Note:** Do not consider this a deficiency for wires not intended to be insulated, such as grounding wires.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Electrical Hazards (Health and Safety)."

**Missing Breakers/Fuses (Electrical System – Building Systems)**

Deficiency: In a panel board, main panel board, or other electrical box containing circuit breakers, you see an open circuit breaker position that is not appropriately blanked off.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see an open breaker port.

**Missing Covers (Electrical System – Building Systems)**

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

**Note:** If the accompanying POA identifies abandoned wiring: capped wires do not pose a risk, therefore, do not record this as a deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* A cover is missing, which results in exposed visible electrical connections.

**Elevators (Building Systems)**

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

## **Inoperable Elevators (Elevators – Building Systems)**

### 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 is therefore not deficient.

### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The elevator does not function at all.

-OR-

The elevator doors open when the cab is not there.

## **Emergency Power (Building Systems)**

Standby/backup equipment intended to supply illumination or power or both, (battery or generator set) during utility outage.

This inspectable item can have the following deficiencies:

- Auxiliary Lighting Inoperable
- Run-Up Records/Documentation Not Available

## **Auxiliary Lighting Inoperable (Emergency Power – Building Systems)**

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

### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* Auxiliary lighting does not function.

## **Run-Up Records/Documentation Not Available (Emergency Power – Building Systems)**

Deficiency: Records are not properly maintained or available.

### Level of Deficiency:

*Level 1:* N/A

*Level 2:* Current records, from the last 12 months, are lost, but older records are properly maintained and available.

*Level 3:* No records are available.

### **Fire Protection (Building Systems)**

Building System designed to minimize the effects of a fire. May include the following: fire walls and doors, portable fire extinguishers, and permanent sprinkler systems.

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

This inspectable item can have the following deficiencies:

- Missing Sprinkler Head
- Missing/Damaged/Expired Extinguishers

### **Missing Sprinkler Head (Fire Protection – Building Systems)**

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

**Note:** Components include test plugs, drains, and test fittings.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped.

### **Missing/Damaged/Expired Extinguishers (Fire Protection – Building Systems)**

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

**Note:**

1. This 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 REAC inspection, the accompanying POA may produce proof that the fire extinguisher certification is current. If you see such proof, do not record a deficiency for a missing tag.

Level of Deficiency:

*Level 1:* For a building with only 1 fire control system, 5% or less of the fire extinguishers are missing, damaged, or expired.

*Level 2:* For all buildings, 5% to 10% of the fire extinguishers are missing, damaged, or expired.

*Level 3:* For all buildings, more than 10% of the fire extinguishers are missing, damaged, or expired.

-OR-

There is not an operable/non-expired fire extinguisher on each floor.

### **HVAC (Building Systems)**

Portion of the building system that provides the ability to heat or cool the air within the building. 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 inspectable item can have the following deficiencies:

- Boiler/Pump/Cooling System Leaks
- Fuel Supply Leaks
- Misaligned Chimney/Ventilation System
- General Rust/Corrosion

### **Boiler/Pump/Cooling System Leaks (HVAC – Building Systems)**

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

#### **Note:**

1. This does not include fuel supply leaks. See “Fuel Supply Leaks (HVAC – Building Systems).”
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.

#### Level of Deficiency:

*Level 1:* Coolant, water, or steam is escaping from unit casing and/or pump packing/system piping.

*Level 2:* N/A

*Level 3:* 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.

#### Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Fuel Supply Leaks (HVAC – Building Systems)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* Any amount of fuel is leaking from the supply tank or piping.

### **General Rust/Corrosion (HVAC – Building Systems)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice.

*Level 3:* The equipment or piping does not function because of this condition.

Comment:

*Level 3:* If the condition is a health and safety concern, you must record it under "Hazards (Health and Safety)."

### **Misaligned Chimney/Ventilation System (HVAC – Building Systems)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see a misalignment of an exhaust system on a gas fired, oil fired or coal unit that causes improper or dangerous venting of gases.

### **Roof Exhaust System (Building Systems)**

The system used to primarily exhaust stale air from the building. Primarily from the kitchen and bathroom areas.

**Note:** This does not include elements related to the HVAC system.

### **Roof Exhaust Fans Inoperable (Roof Exhaust System – Building Systems)**

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

**Note:**

1. The inspector shall determine if the fans are event activated, for example, fire, timer, etc. If so, there is no deficiency.
2. “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 for not having one.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The roof exhaust fan unit does not function, is damaged to the point of being inoperable, or is missing.

**Sanitary System (Building Systems)**

Portion of the building system that provides for the disposal of waste products with discharge to the local sewage 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.

**Note:** This does not include site storm drainage. Refer to “Storm Drainage (Site).”

This inspectable item can have the following deficiencies:

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

**Broken/Leaking/Clogged Pipes or Drains (Sanitary System – Building Systems)**

Deficiency: You see that a drain is clogged or that components of the sanitary system are leaking.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see active leaks in or around the system components.

-OR-

You see evidence of standing water, puddles, or ponding, a sign of leaks or clogged drains.

**Missing Drain/Cleanout/Manhole Covers (Sanitary System – Building Systems)**

Deficiency: You see that a protective cover is missing.

**Note:** This also includes covers you see while walking the site.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

Level 3: A protective cover is missing.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Air Quality (Health and Safety)."

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**COMMON AREAS INSPECTABLE ITEMS**

The location of items to inspect for "Common Areas" are as follows:

- Basement/Garage/Carport.
- Basement: the lowest habitable story of a building, usually below ground level.
- Garage: a building or wing of a building in which to park a car.
- Carport: a roof projecting from the side of a building or free standing, used to shelter an automobile.
- Closet/Utility/Mechanical - an enclosed room or closet housing machines and/or equipment that service the building.
- Community Room - meeting place used by members of a community for social, cultural, or recreational purposes.
- Day Care - place that provides daytime supervision, training, and medical services for preschool children or for the elderly.
- Halls/Corridors/Stairs - passageway in a building, which organizes its rooms, apartments and staircases.
- Kitchen - a place where food is cooked or prepared; the facilities and equipment used in preparing and serving food.
- Laundry Room - place where soiled clothes and linens are washed and/or dried.
- Lobby - a foyer, hall, or waiting room at or near the entrance of a building.
- Office - a place in which business, professional, or clerical activities are conducted.
- Other community spaces.
- Patio/Porch/Balcony - covered entrance to a building, usually with a separate roof or a recreation area that adjoins common areas.
- Pools and Related Structures - swimming pools and related structures including fencing, etc.
- Restrooms/Pool Structures - a room 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.
- Storage - a room in which items are kept for future use.
- Trash Collection Areas - collection areas for trash/garbage common pick-up.

The items within locations to be inspected for "Common Areas" are listed below.

**Baluster/Side Railings – Damaged (Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The baluster or side rails enclosing the area are loose, damaged, or missing, limiting the safe use of this area.

**Cabinets – Missing/Damaged (Common Areas)**

Deficiency: Cabinets are missing 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.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see that 10% to 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

*Level 3:* You see that more than 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

**Call-for-Aid – Inoperable (Common Areas)**

System to summon help. May be visual, audible, or both. May be activated manually or automatically when pre-programmed conditions are met.

Deficiency: The system does not function as it should.

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The system does not function as it should.

**Ceiling (Common Areas)**

The visible overhead structure lining the inside of a room or area.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Holes/Missing Tiles/Panels/Cracks
- Mold/Mildew/Water Stains/Water Damage
- Peeling/Needs Paint

### **Bulging/Buckling (Ceiling – Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see bulging, buckling, sagging, or a lack of horizontal alignment.

Comment:

Level 3: If you as an inspector have concerns about the possibility of failure, inform the property representative that an inspection by a professional engineer is suggested.

### **Holes/Missing Tiles/Panels/Cracks (Ceiling – Common Areas)**

Deficiency:

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

Level of Deficiency:

*Level 1:* You see small holes that are no larger than a sheet of paper, 8½ inches by 11 inches.

-OR-

No hole or crack penetrates the area above.

-OR-

You see that no more than 3 tiles or panels are missing.

-OR-

You see a crack more than 1/8 inch wide and 11 inches long.

*Level 2:* You see a hole that is larger than a sheet of paper, 8½ inches by 11 inches, but it does not penetrate the area above. You cannot see through it.

-OR-

You see that more than 3 tiles or panels are missing.

*Level 3:* You see a hole or crack that penetrates the area above. You can see through it.

Comments:

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

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

### **Mold/Mildew/Water Stains/Water Damage (Ceiling – Common Areas)**

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 ceiling, you see evidence of mold or mildew, such as a darkened area, over a large area (more than 1 square foot but less than 4 square feet). You may or may not see water.

*Level 2:* N/A

*Level 3:* On 1 ceiling, 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 ceiling surface may have failed.

### **Peeling/Needs Paint (Ceiling – Common Areas)**

Deficiency: You see paint that is peeling, cracking, flaking or otherwise deteriorated on ceilings in common areas.

Level of Deficiency:

*Level 1:* You see paint that is peeling, cracking, flaking or otherwise deteriorated on 1 to 4 ceilings in common areas.

*Level 2:* You see more than 4 ceilings in common areas that have paint that is peeling, cracking, flaking or otherwise deteriorated, or need paint.

*Level 3:* N/A

### **Chutes Damaged/Missing Components (Common Areas)**

Deficiency: The structure that directs 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 that leads to the trash room.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* 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.

*Level 3:* N/A

### **Countertops – Missing/Damaged (Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* 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.

*Level 3:* N/A

### **Dishwasher/Garbage Disposal – Inoperable (Common Areas)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* The dishwasher or garbage disposal does not function.

*Level 3:* N/A

### **Doors (Common Areas)**

Means of access to the interior of a unit. Doors provide privacy and security, control passage, provide fire and weather resistance.

This inspectable item can have the following deficiencies:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks
- Damaged/Missing Screen/Storm/Security Door
- Damaged Surface – (Holes/Paint/Rust/Glass)
- Deteriorated/Missing Seals (Entry Only)
- Missing Door

### **Damaged Frames/Threshold/Lintels/Trim (Doors – Common Areas)**

Deficiency: You see a frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken.

**Note:** If you see damage to a door's hardware, (locks, hinges, etc.) record this under "Damage Hardware/Locks (Doors – Common Areas)."

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* At least 1 door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

*Level 3:* At least 1 restroom door, entry door, or fire is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

#### Comment:

*Level 3:* If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

## **Damaged Hardware/Locks (Doors – Common Areas)**

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. If a door is designed to have a lock, the lock should work. If a door is designed without locks, do not record it as a deficiency.
2. If a lock has been removed from an interior door, do not record this as a deficiency.
3. 504 units have had locks removed. Before you start the inspection, you should be given a list of units relative to the UFAS. Do not record these missing locks as deficiencies.

### Level of Deficiency:

*Level 1:* A closet door does not function as it should because of damage to the door's hardware.

-OR-

A closet door that requires locking cannot be locked because of damage to the door's hardware.

*Level 2:* A door does not function as it should because of damage to the door's hardware.

-OR-

A door that requires locking cannot be locked because of damage to the door's hardware.

*Level 3:* A restroom door, entry door, or fire door does not function as it should because of damage to the door's hardware.

-OR-

A restroom door, entry door, or fire door that requires locking cannot be locked because of damage to the door's hardware.

## **Damaged/Missing Screen/Storm/Security Door (Doors – Common Areas)**

Deficiency: Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

### Level of Deficiency:

*Level 1:* One or more screen/storm doors has damage or door is missing screens/glass as evidenced by empty frame.

*Level 2:* N/A

*Level 3:* A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)

## **Damaged Surface (Holes/Paint/Rust/Glass) (Doors – Common Areas)**

Deficiency: This includes holes, peeling/cracking/no paint, broken glass, and significant rust. You see 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 the door is a restroom, fire door, or entry door, this is a Level 3 deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* One door has a hole or holes with a diameter ranging from ¼ inch to 1 inch.

*Level 3:* One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, rust that affects the integrity of the door surface, or broken/missing glass.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

**Deteriorated/Missing Seals (Entry Only) (Doors – Common Areas)**

Deficiency: The seals and stripping around the entry door(s) to resist weather and fire are damaged or missing.

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The seals are missing on 1 entry door, or they are so damaged that they do not function as they should.

**Missing Door (Doors – Common Areas)**

Deficiency: A door is missing.

**Note:** If a restroom door, entry door, or fire door, record this as a Level 3 deficiency.

Level of Deficiency:

*Level 1:* A door is missing, but it is not a restroom door, entry door, or fire door.

*Level 2:* Two doors or up to 50% of the doors are missing, but they are not restroom doors, entry doors, or fire doors, and the condition presents no hazard.

*Level 3:* A restroom door, entry door, or fire door is missing.

-OR-

You estimate that more than 50% of the doors are missing.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

**Dryer Vent – Missing/Damaged/Inoperable (Common Areas)**

Deficiency: There is no adequate way to vent heat and lint to the outside.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The dryer vent is missing or you see that it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside.

**Electrical (Common Areas)**

Portion of the common area that safely provides electrical power throughout the building. Including equipment that provides control, protection, metering, and service.

This inspectable item can have the following deficiencies:

- Blocked Access to Electrical Panel
- Burnt Breakers
- Evidence of Leaks/Corrosion
- Frayed Wiring
- Missing Breakers
- Missing Covers

**Blocked Access to Electrical Panel (Electrical – Common Areas)**

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 you see an item that is easy to remove, like a picture, do not note this as a deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* One or more fixed items or items of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

**Burnt Breakers (Electrical – Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any carbon residue, melted breakers, or arcing scars.

**Evidence of Leaks/Corrosion (Electrical – Common Areas)**

Deficiency: You see liquid 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.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* Any corrosion that 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.

**Frayed Wiring (Electrical – Common Areas)**

Deficiency: You see nicks, abrasions, or fraying of the insulation that expose wires that conduct current.

**Note:** Do not consider this a deficiency for wires not intended to be insulated, such as grounding wires.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Electrical Hazards (Health and Safety)."

**Missing Breakers (Electrical – Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see an open breaker port.

**Missing Covers (Electrical – Common Areas)**

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

**Note:** If an accompanying POA has identified abandoned wiring, capped wires do not pose a risk. Do not record this as a deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* A cover is missing, and you see exposed electrical connections.

**FHEO/UFAS (Common Areas)**

This inspectable item can have the following deficiencies:

- Multi-Story Building Hallways/Common Areas Less Than 32” Wide
- Routes Obstructed or Inaccessible to Wheelchair

**Multi-Story Building Hallways/Common Areas Less Than 36" Wide (FHEO/UFAS – Common Areas)**

Deficiency: For multi-story buildings that are inspected, verify that the interior hallways to the inspected units and common areas are at least 36" wide.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The interior hallways are less than 36" wide.

**Routes Obstructed or Inaccessible to Wheelchair (FHEO/UFAS – Common Areas)**

Deficiency: Verify that at least 1 route to all outside common areas is accessible to wheelchairs (i.e., there are curb cuts, ramps, and sufficient (36") width).

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The common areas are either obstructed or are not accessible by wheelchairs.

### **Floors (Common Areas)**

The visible horizontal surface system within a room or area underfoot; the horizontal division between 2 stories of a structure.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Hard Floor Covering Missing/Damaged Flooring/Tiles
- Mold/Mildew/Water Stains/Water Damage
- Peeling/Needs Paint
- Rot/Deteriorated Subfloor
- Soft Floor Covering Damaged

### **Bulging/Buckling (Floors – Common Areas)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see bulging, buckling, sagging, or a problem with alignment.

#### Comment:

*Level 3:* If you have any doubt about the severity of the condition, request an inspection by a structural engineer.

### **Hard Floor Covering Missing/Damaged Flooring/Tiles (Floors – Common Areas)**

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

#### Level of Deficiency:

*Level 1:* For any single floor surface, you see deficiencies in areas of the floor surface. You estimate that 5% to 10% of the floor is affected, and there are no safety problems.

*Level 2:* You estimate that 10% to 50% of any single floor surface is affected, but there are no safety problems.

*Level 3:* You estimate that more than 50% of any single floor surface is affected by Level 1 deficiencies.

-OR-

The condition causes a safety problem.

### **Mold/Mildew/Water Stains/Water Damage (Floors – Common Areas)**

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:* N/A

*Level 2:* On 1 floor, 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 3:* On 1 floor, 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 floor surface may have failed.

### **Peeling/Needs Paint (Floors – Common Areas)**

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

Level of Deficiency:

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

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

*Level 3:* N/A

### **Rot/Deteriorated Subfloor (Floors – Common Areas)**

Deficiency: The subfloor has decayed or is decaying.

**Note:**

1. If there is any doubt, apply weight to detect noticeable deflection.
2. This type of defect typically occurs in kitchens and bathrooms.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* Evidence of small areas of rot, 1 to 4 square feet.

*Level 3:* Evidence of large areas of rot, more than 4 square feet.

Comment:

*Level 3:* If you as an inspector have concerns about health and safety, inform the property representative that an inspection by a professional engineer is suggested.

### **Soft Floor Covering Damaged (Floors – Common Areas)**

Deficiency: You see damaged and/or missing soft floor covering.

Level of Deficiency:

*Level 1:* You estimate that 5% to 10% of any single floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams. The covering is fully functional, and there is no safety hazard.

*Level 2:* You estimate that 10% to 50% of any single floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams. The covering is fully functional, and there is no safety hazard.

*Level 3:* You estimate that more than 50% of any single floor covering is damaged.

-OR-

Damage to the soft floor covering exposes the underlying material.

Comment:

Level 3: If this condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

**GFI – Inoperable (Common Areas)**

Deficiency: The GFI does not function.

**Note:** To determine whether the GFI is functioning, you must press the self-test button in the GFI unit.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The GFI does not function.

Comment:

Level 3: If this condition is a health and safety concern, you must record it under "Electrical Hazards (Health and Safety)."

**Graffiti (Common Areas)**

Deficiency: You see crude inscriptions or drawings scratched, painted, or sprayed on an interior building surface at 1 location. An interior surface includes but is not limited to walls, doors, ceiling, and floors. A location is defined as 1 general area in a building such as 1 hallway in a 10 story building or 1 floor of a stairwell in a 5 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.

Level of Deficiency:

*Level 1:* You see graffiti on an interior surface at 1 location in the same building.

*Level 2:* You see graffiti at 2 to 5 locations on interior surfaces in the same building.

*Level 3:* You see graffiti in 6 or more locations on interior surfaces in the same building.

### **HVAC (Common Areas)**

System to provide heating, cooling and ventilation to the unit. This does not include building heating or cooling system deficiencies such as boilers, chillers, circulating pumps, distribution lines, fuel supply, etc., **or** occupant owned or supplied heating sources.

This inspectable item can have the following deficiencies:

- Convection/Radiant Heat System Covers Missing/Damaged
- General Rust/Corrosion
- Inoperable
- Misaligned Chimney/Ventilation System
- Noisy/Vibrating/Leaking

### **Convection/Radiant Heat System Covers Missing/Damaged (HVAC – Common Areas)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* At least 1 cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.

#### Comment:

*Level 3:* When the system is operational during an inspection and you see a Level 3 deficiency, a real-time hazard exists, you must record it manually under "Hazards (Health and Safety)."

### **General Rust/Corrosion (HVAC – Common Areas)**

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

#### Level of Deficiency:

*Level 1:* You see superficial surface rust.

*Level 2:* You see significant formations of metal oxides, flaking, or discoloration, or a pit or crevice.

*Level 3:* Because of this condition, the equipment or piping does not function.

### **Inoperable (HVAC – Common Areas)**

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

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* 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.

Comment:

Level 3: If this condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Misaligned Chimney/Ventilation System (HVAC – Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any misalignment of an exhaust system on a gas fired, oil fired or coal unit that may cause improper or dangerous venting of gases.

### **Noisy/Vibrating/Leaking (HVAC – Common Areas)**

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.

Level of Deficiency:

*Level 1:* 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.

*Level 2:* N/A

*Level 3:* N/A

### **Lavatory Sink – Damaged/Missing (Common Areas)**

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

**Note:** If you see that a stopper is missing from a common area, do not record this as a deficiency.

Level of Deficiency:

*Level 1:* You see extensive discoloration or cracks in over 50% of the basin, but the sink can be used.

*Level 2:* N/A

*Level 3:* The sink or associated hardware have failed or are missing. The sink cannot be used.

### **Lighting – Missing/Damaged/Inoperable Fixture (Common Areas)**

Deficiency: Lighting fixture is damaged, not functional, or missing.

**Note:** 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 you see these kinds of lights, ask the accompanying POA to verify that these conservation systems are in place.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* 20% to 50% of the permanent lighting fixtures are missing or damaged to the point where they do not function. This results in inadequate lighting in the common area(s).

*Level 3:* More than 50% of the permanent lighting fixtures are missing or damaged to the point where they do not function. This results in inadequate lighting in the common area(s).

### **Mailboxes – Missing/Damaged (Common Areas)**

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."

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The U.S. Postal Service resident/unit mailbox cannot be locked.

-OR-

The U.S. Postal Service resident/unit mailbox is missing.

### **Outlets/Switches/Cover Plates – Missing/Broken (Common Areas)**

The receptacle connected to a power supply or method to control the flow of electricity. Included are 2 and 3 prong outlets, ground fault interrupters, pull cords, 2 and 3 pole switches and dimmer switches.

Deficiency:

- The flush plate that covers the opening around a switch or outlet is damaged or missing.
- OR-
- A switch or outlet is missing.

Level of Deficiency:

*Level 1:* An outlet or switch has a broken cover plate over a junction box, but it does not result in exposed wiring.

*Level 2:* N/A

*Level 3:* An outlet or switch is missing.

-OR-

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

**Pedestrian/Wheelchair Ramp (Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* 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.

*Level 3:* A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers.

**Plumbing (Common Areas)**

This inspectable item can have the following deficiencies:

- Clogged Drains
- Leaking Faucet/Pipes

**Clogged Drains (Plumbing – Common Areas)**

Deficiency: Water does not drain adequately from the shower, sink, tub, or basin.

Level of Deficiency:

*Level 1:* Water does not drain freely, but the fixture can be used.

*Level 2:* N/A

*Level 3:* The drain is completely clogged or has suffered extensive deterioration.

The fixture cannot be used.

**Leaking Faucet/Pipes (Plumbing – Common Areas)**

Deficiency: You see that the sink faucet or piping is leaking.

Level of Deficiency:

*Level 1:* You see a leak or drip that is contained by the basin and pipes, and the faucet can be used.

*Level 2:* N/A

*Level 3:* You see a steady leak that is adversely affecting the surrounding area.

-OR-

The faucet/pipe cannot be used.

### **Pools and Related Structures (Common Areas)**

This inspectable item has the following deficiencies:

- Damaged/Not Intact Fencing/Gates(s)
- Inoperable

### **Damaged/Not Intact Fencing/Gate(s) (Pools and Related Structures – Common Areas)**

Deficiency: You see that fencing and/or a gate(s) around the swimming pool is damaged.

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any damage that could compromise the integrity of the fence and/or gate(s).

### **Inoperable (Pools and Related Structures – Common Areas)**

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 is a deficiency.

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The pool is not operational.

-OR-

You see unsafe conditions at the pool/pool area that could cause an injury.

### **Range Hood/Exhaust Fans – Excessive Grease/Inoperable (Common Areas)**

Deficiency: The apparatus that draws out cooking exhaust does not function as it should.

#### Level of Deficiency:

*Level 1:* An accumulation of dirt, grease, or other barrier noticeably reduces the free passage of air.

*Level 2:* N/A

*Level 3:* The exhaust fan does not function.

-OR-

You estimate that the flue may be completely blocked.

**Range/Stove – Missing/Damaged/Inoperable (Common Areas)**

Deficiency: The unit is missing or damaged.

Level of Deficiency:

*Level 1:* The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges, flames are not distributed equally. The pilot light is out on 1 or more burners.

*Level 2:* One burner is not functioning.

*Level 3:* The unit is missing.

-OR-

Two or more burners are not functioning.

-OR-

The oven is not functioning.

Comment:

Level 3: If you think this condition is a health and safety concern, record it under “Hazards (Health and Safety).”

**Refrigerator – Damaged/Inoperable (Common Areas)**

Deficiency: The refrigerator is missing or does not cool adequately to store food safely.

Level of Deficiency:

*Level 1:* The refrigerator has an excessive accumulation of ice.

-OR-

The seals around the doors are deteriorated.

*Level 2:* N/A

*Level 3:* The refrigerator is missing.

-OR-

The refrigerator does not cool adequately for the safe storage of food.

**Restroom Cabinet – Damaged/Missing (Common Areas)**

Deficiency: You see damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets, or vanities.

Level of Deficiency:

*Level 1:* You see damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets or vanities that are not functioning as they should for storage or their intended purpose.

*Level 2:* N/A

*Level 3: N/A*

**Shower/Tub – Damaged/Missing (Common Areas)**

Deficiency: The shower, tub, or components are damaged or missing.

**Note:** A missing stopper in a common area is not a deficiency.

Level of Deficiency:

*Level 1: N/A*

*Level 2:* The shower or tub can be used, but you see cracks or extensive discoloration in more than 50% of the basin.

*Level 3:* The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.

**Sink – Missing/Damaged (Common Areas)**

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

**Note:** If a stopper is missing, do not record it as a deficiency.

Level of Deficiency:

*Level 1:* You see extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.

*Level 2: N/A*

*Level 3:* The sink or hardware is either missing or not functioning.

**Smoke Detector – Missing/Inoperable (Common Areas)**

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-
- A hardwired smoke detector is missing.

**Note:**

1. If a smoke detector is there, it must function as it should.
2. "Missing" means that evidence suggests that unauthorized personnel have removed a hardwired smoke detector that should be there.
3. 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.

### **Stairs/Hand Railings Damaged (Common Areas)**

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

This inspectable item can have the following deficiencies:

- Broken/Damaged/Missing Steps
- Broken/Missing Hand Railing

### **Broken/Damaged/Missing Steps (Stairs/Hand Railings Damaged – Common Areas)**

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.

### **Broken/Missing Hand Railing (Stairs/Hand Railings Damaged – Common Areas)**

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.

### **Ventilation/Exhaust System – Inoperable (Common Areas)**

Deficiency: The apparatus used to exhaust air has failed.

**Note:** If there was never a bathroom fan, do not record this as a deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* An exhaust fan is not functioning.

-OR-

A bathroom window cannot be opened.

*Level 3:* N/A

### **Walls (Common Areas)**

The enclosures of units and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, sheet-rock. Surface finish materials include paint or 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 – Common Areas)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see bulging, buckling, sagging, or a lack of horizontal alignment.

Comment:

Level 3: If you have any doubt about the severity of the condition, request an inspection by a structural engineer.

### **Damaged (Walls – Common Areas)**

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.

**Note:**

1. This does not include small holes from 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.

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 and 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).”

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

**Damaged/Deteriorated Trim (Walls – Common Areas)**

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.

**Mold/Mildew/Water Stains/Water Damage (Walls – Common Areas)**

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.

**Peeling/Needs Paint (Walls – Common Areas)**

Deficiency: Paint is peeling, cracking, flaking, or otherwise deteriorated.

**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.

Level of Deficiency:

- Level 1:* The affected area affected is 1 to 4 square feet on 2 or more walls.  
*Level 2:* The affected area is more than 4 square feet on any wall or walls.  
*Level 3:* N/A

### **Water Closet/Toilet – Damaged/Clogged/Missing (Common Areas)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* Fixture elements, seat, flush handle, cover etc., are missing or damaged.

-OR-

The toilet seat is cracked, or the hinge is broken.

*Level 3:* The bowl is fractured or broken and cannot retain water.

-OR-

The water closet/toilet is missing.

-OR-

There is a hazardous condition.

-OR-

The water closet/toilet cannot be flushed, because of obstruction or another defect.

### **Windows (Common Areas)**

Window systems provide light, security, and exclusion of exterior noise, glare, 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/Glazing Compound
- Peeling/Needs Paint
- Security Bars Prevent Egress

### **Cracked/Broken/Missing Panes (Windows – Common Areas)**

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

#### Level of Deficiency:

*Level 1:* You see a cracked window pane.

*Level 2:* N/A

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

### **Damaged/Missing Screens (Windows – Common Areas)**

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

Level of Deficiency:

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

*Level 2:* N/A

*Level 3:* N/A

**Damaged Sills/Frames/Lintels/Trim (Windows – Common Areas)**

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

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

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

**Inoperable/Not Lockable (Windows – Common Areas)**

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 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.

Level of Deficiency:

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

*Level 2:* N/A

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

**Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Common Areas)**

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

**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.)

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.

**Peeling/Needs Paint (Windows – Common Areas)**

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

Level of Deficiency:

*Level 1:* You see paint that is peeling, cracking, flaking or otherwise failing, or a window that needs paint.

*Level 2:* N/A

*Level 3:* N/A

**Security Bars Prevent Egress (Windows – Common Areas)**

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.

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

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.



**UNIT INSPECTABLE ITEMS**

Items to inspect for "Unit" are as follows:

- Bathroom

- Call-for-Aid
- Ceiling
- Doors
- Electrical System
- Floors
- Hot Water Heater
- HVAC System
- Kitchen
- Laundry Area
- Lighting
- Outlets/Switches
- Patio/Porch/Balcony
- Smoke Detector
- Stairs
- Walls
- Windows

### **Bathroom (Unit)**

A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet.

This inspectable item can have the following deficiencies:

- Bathroom Cabinets - Damaged/Missing
- Lavatory Sink - Damaged/Missing
- Plumbing - Clogged Drains
- Plumbing - Leaking Faucet/Pipes
- Shower/Tub - Damaged/Missing
- Ventilation/Exhaust System - Inoperable
- Water Closet/Toilet - Damaged/Clogged/Missing

### **Bathroom Cabinets – Damaged/Missing (Bathroom – Unit)**

Deficiency: You see damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets, or vanities.

#### Level of Deficiency:

*Level 1:* You see damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets or vanities that are not functioning as they should for storage or their intended purpose.

*Level 2:* N/A

*Level 3:* N/A

### **Lavatory Sink – Damaged/Missing (Bathroom – Unit)**

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

**Note:** If you see the stopper near the sink area, do not record it as a deficiency.

Level of Deficiency:

*Level 1:* The sink can be used, but you see either of these:

- There are cracks or extensive discoloration in more than 50% of the basin;
- OR-
- A stopper is missing.

*Level 2:* N/A

*Level 3:* The sink cannot be used, because the sink or associated hardware is missing or has failed.

**Plumbing – Clogged Drains (Bathroom – Unit)**

Deficiency: Water does not drain adequately in the shower, tub, or basin (sink).

Level of Deficiency:

*Level 1:* Water does not drain freely, but the fixtures can be used.

*Level 2:* N/A

*Level 3:* The fixtures are not usable, because the drain is completely clogged or shows extensive deterioration.

**Plumbing – Leaking Faucet/Pipes (Bathroom – Unit)**

Deficiency: You see that a basin, shower, water closet, tub faucet, or associated pipes are leaking water.

Level of Deficiency:

*Level 1:* You see a leak or drip that is contained by the basin, and the faucet or pipe can be used.

*Level 2:* N/A

*Level 3:* You see a steady leak that is adversely affecting the area around it.

-OR-

The faucet or pipe cannot be used.

**Shower/Tub – Damaged/Missing (Bathroom – 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 does not include leaking faucets and pipes.
2. If you see the stopper near the shower/tub area, do not record it as a deficiency.

Level of Deficiency:

*Level 1:* A stopper is missing.

*Level 2:* The shower or tub can be used, but you see cracks or extensive discoloration in more than 50% of the basin.

*Level 3:* The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.

**Ventilation/Exhaust System – Inoperable (Bathroom – 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 for your inspection.
3. If there was never a bathroom fan, do not record this as a deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* An exhaust fan is not functioning.

-OR-

A bathroom window cannot be opened.

*Level 3:* N/A

**Water Closet/Toilet – Damaged/Clogged/Missing (Bathroom – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* Fixture elements, seat, flush handle, cover etc., are missing or damaged.

-OR-

The toilet seat is cracked, or the hinge is broken.

*Level 3:* The bowl is fractured or broken and cannot retain water.

-OR-

The water closet/toilet is missing.

-OR-

There is a hazardous condition.

-OR-

The water closet/toilet cannot be flushed, because of obstruction or another defect.

**Call-for-Aid – Inoperable (Unit)**

System to summon help. May be visual, audible, or both. May be activated manually or automatically when pre-programmed conditions are met.

Deficiency: The system does not function.

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The system does not function.

### **Ceiling (Unit)**

The visible overhead structure lining the inside of a room or area.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Holes/Missing Tiles/Panels/Cracks
- Peeling/Needs Paint
- Mold/Mildew/Water Stains/Water Damage

### **Bulging/Buckling (Ceiling – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see bulging, buckling, sagging, or a problem with alignment.

Comment:

Level 3: If you as an inspector have concerns about the possibility of failure, inform the property representative that an inspection by a professional engineer is suggested.

### **Holes/Missing Tiles/Panels/Cracks (Ceiling – Unit)**

Deficiency:

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

Level of Deficiency:

*Level 1:* You see small holes that are no larger than a sheet of paper, 8½ inches by 11 inches.

-OR-

No hole or crack penetrates the area above.

-OR-

You see that no more than 3 tiles or panels are missing.

-OR-

You see a crack more than 1/8 inch wide and 11 inches long.

*Level 2:* You see a hole that is larger than a sheet of paper, 8½ inches by 11 inches, but it does not penetrate the area above. You cannot see through it.

-OR-

You see that more than 3 tiles or panels are missing.

-OR-

You see a crack more than 1/8 inch wide and 11 inches long.

*Level 3:* You see a hole that penetrates the area above. You can see through it.

Comment:

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

**Peeling/Needs Paint (Ceiling – Unit)**

Deficiency:

- You see paint that is peeling, cracking, flaking, or otherwise deteriorated.

-OR-

- You see a surface that is not painted.

Level of Deficiency:

*Level 1:* The affected area is larger than 1 square foot, but smaller than 4 square feet.

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

*Level 3:* N/A

**Mold/Mildew/Water Stains/Water Damage (Ceiling – 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 ceiling, 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 ceiling, 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 ceiling surface may have failed.

**Doors (Unit)**

Means of access to the interior of a unit, room within the unit, or closet. Doors provide privacy and security, control passage, provide fire and weather resistance.

This inspectable item can have the following deficiencies:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks
- Damaged Surface (Holes/Paint/Rust/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Deteriorated/Missing Seals (Entry Only)
- Missing Door

### **Damaged Frames/Threshold/Lintels/Trim (Doors – Unit)**

Deficiency: You see a frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken.

**Note:** If you see damage to a door's hardware, (locks, hinges, etc.) record this under "Damage Hardware/Locks (Doors – Unit)."

Level of Deficiency:

*Level 1:* N/A

*Level 2:* At least 1 door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

*Level 3:* At least 1 bathroom door or entry door is not functioning or cannot be locked because of damage to the frame, header, jamb, threshold, lintel, or trim.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Damaged Hardware/Locks (Doors – Unit)**

Deficiency: The attachments to a door that provide hinging, hanging, opening, closing, surface protection, 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. If a door is designed to have a lock, the lock should work. If a door is designed without locks, do not record it as a deficiency.
2. If a lock has been removed from an interior door, do not record this as a deficiency.
3. 504 units have had locks removed. Before you start the inspection, you should be given a list of units relative to UFAS. Do not record these missing locks as deficiencies.

4. For public housing, if a lock on a bedroom door is missing or damaged, do not record it as a deficiency.

Level of Deficiency:

*Level 1:* A closet door does not function as it should because of damage to the door's hardware.

-OR-

A closet door that requires locking cannot be locked because of damage to the door's hardware.

*Level 2:* A door, other than a closet door, does not function as it should because of damage to the door's hardware.

-OR-

A door, other than a closet door, that requires locking cannot be locked because of damage to the door's hardware.

*Level 3:* A bathroom door or entry door does not function as it should because of damage to the door's hardware.

-OR-

A bathroom door or entry door that requires locking cannot be locked because of damage to the door's hardware.

**Damaged Surface (Holes/Paint/Rust/Glass) (Doors – Unit)**

Deficiency: This includes holes, peeling/cracking/no paint, broken glass and significant rust. You see 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 the door is a bathroom door or entry door, this is a Level 3 deficiency.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* One interior door, not a bathroom or entry door, has a hole or holes with a diameter ranging from ¼ inch to 1 inch.

*Level 3:* One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, rust that affects the integrity of the door surface, or broken/missing glass.

-OR-

If a bathroom door or entry door has Level 2 damage.

Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

**Damaged/Missing Screen/Storm/Security Door (Doors – Unit)**

Deficiency: You see damage to surfaces, including screens, glass, frames, hardware, and door surfaces.

Level of Deficiency:

*Level 1:* At least 1 screen door or storm door is damaged or is missing screens or glass, as shown by an empty frame or frames.

*Level 2:* N/A

*Level 3:* A security door is not functioning or missing.

Comment:

Level 3: "Missing" applies only if a security door that should be there is not there.

**Deteriorated/Missing Seals (Entry Only) (Doors – Unit)**

Deficiency: The seals and stripping around the entry door(s) to resist weather and fire are damaged or missing.

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The seals are missing on 1 entry door, or they are so damaged that they do not function as they should.

**Missing Door (Doors – Unit)**

Deficiency: A door is missing.

**Note:**

1. If a bathroom or entry door is missing, record this as a Level 3 deficiency.
2. If a bedroom door has been removed to improve access for an elderly or handicapped resident, do not record this as a deficiency.

Level of Deficiency:

*Level 1:* A door is missing, but it is not a bathroom door or entry door.

*Level 2:* Two doors or up to 50% of the doors are missing, but they are not bathroom doors or entry doors, and the condition presents no hazard.

*Level 3:* A bathroom door or entry door is missing.

-OR-

You estimate that more than 50% of the unit doors, not including bathroom doors and entry doors, are missing.

**Electrical System (Unit)**

Portion of the unit that safely provides electrical power throughout the building. Includes equipment that provides control, protection, metering, and service.

This inspectable item can have the following deficiency:

- Blocked Access to Electric Panel
- Burnt Breakers
- Evidence of Leaks Corrosion
- Frayed Wiring
- GFI Inoperable
- Missing Breakers/Fuses
- Missing Covers

### **Blocked Access to Electrical Panel (Electrical System – 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 you see an item that is easy to remove, like a picture, do not note this as a deficient.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* One or more fixed item(s) of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

### **Burnt Breakers (Electrical System – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any carbon residue, melted breakers, or arcing scars.

### **Evidence of Leaks/Corrosion (Electrical System – Unit)**

Deficiency: You see liquid 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.

Level of Deficiency:

*Level 1:* N/A  
*Level 2:* N/A  
*Level 3:* Any corrosion that affects the condition of the components that carry electrical current.

-OR-

Any stains or rust on the interior of electrical enclosures.

-OR-

Any evidence of water leaks in the enclosure or hardware.

### **Frayed Wiring (Electrical System – Unit)**

Deficiency: You see nicks, abrasions, or fraying of the insulation that expose wires that conduct current.

**Note:** Do not consider this a deficiency for wires that are not intended to be insulated, such as grounding wires.

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

#### Comment:

Level 3: If the condition is a health and safety concern, you must record it manually under "Electrical Hazards (Health and Safety)."

### **GFI – Inoperable (Electrical System – Unit)**

Deficiency: The GFI does not function.

**Note:** To determine whether the GFI is functioning, you must press the self-test button in the GFI unit.

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The GFI does not function.

#### Comment:

Level 3: If this condition is a health and safety concern, you must record it under "Electrical Hazards (Health and Safety)."

### **Missing Breakers/Fuses (Electrical System – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see an open breaker port.

**Missing Covers (Electrical System – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* A cover is missing, and you see exposed electrical connections.

**Floors (Unit)**

The visible horizontal surface system within a room or area underfoot; the horizontal division between 2 stories of a structure.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Hard Floor Covering Missing/Damaged Flooring/Tiles
- Mold/Mildew/Water Stains/Water Damage
- Peeling/Needs Paint
- Rot/Deteriorated Subfloor
- Soft Floor Covering Damage

**Bulging/Buckling (Floors – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see bulging, buckling, sagging, or a lack of horizontal alignment.

Comment:

Level 3: If you have any doubt about the severity of this condition, request an inspection by a structural engineer.

**Hard Floor Covering Missing/Damaged Flooring/Tiles (Floors – Unit)**

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

Level of Deficiency:

*Level 1:* For any single floor surface, you see deficiencies in areas of the floor surface. You estimate that 5% to 10% of the floor is affected, and there are no safety problems.

*Level 2:* You estimate that 10% to 50% of any single floor surface is affected, but there are no safety problems.

*Level 3:* You estimate that more than 50% of any single floor surface is affected by Level 1 deficiencies.

-OR-

The condition causes a safety problem.

**Mold/Mildew/Water Stains/Water Damage (Floors – 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:* N/A

*Level 2:* On 1 floor, 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 3:* On 1 floor, 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 floor surface may have failed.

**Peeling/Needs Paint (Floors – Unit)**

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

Level of Deficiency:

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

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

*Level 3:* N/A

**Rot/Deteriorated Subfloor (Floors – Unit)**

Deficiency: The subfloor has decayed or is decaying.

**Note:**

1. If there is any doubt, apply weight to detect noticeable deflection.
2. This type of defect typically occurs in kitchens and bathrooms.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see small areas of rot or spongy flooring that is more than 1 square foot, but less than 4 square feet.

*Level 3:* You see large areas of rot, more than 4 square feet, and applying weight causes noticeable deflection.

Comment:

Level 3: If you as an inspector have concerns about the health and safety, inform the property representative that an inspection by a professional engineer is suggested.

**Soft Floor Covering Damage (Floors – Unit)**

Deficiency: You see damaged and/or missing soft floor covering.

Level of Deficiency:

*Level 1:* You estimate that only 5% to 10% of any single soft floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams. The covering is fully functional, and there is no safety hazard.

*Level 2:* You estimate that 10% to 50% of any single soft floor covering has burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material. There is no safety hazard.

*Level 3:* You estimate that more than 50% of any single soft floor covering is damaged.

-OR-

Damage to the soft floor covering exposes the underlying material.

Comment:

Level 3: If this condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

**Hot Water Heater (Unit)**

This inspectable item can have the following deficiencies:

- General Rust/Corrosion
- Inoperable Unit/Components
- Leaking Valves/Tanks/Pipes
- Misaligned Chimney/Ventilation System
- Missing Pressure Relief Valve

**General Rust/Corrosion (Hot Water Heater – Unit)**

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

Level of Deficiency:

*Level 1:* You see superficial surface rust.

*Level 2:* You see significant formations of metal oxides, flaking, discoloration, or a pit or crevice.

*Level 3:* Because of this condition, the equipment or piping does not function.

### **Inoperable Unit/Components (Hot Water Heater – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* After running, water from the hot water taps is not warmer than room temperature.

### **Leaking Valves/Tanks/Pipes (Hot Water Heater – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see water leaking.

Comment:

*Level 3:* If this condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Misaligned Chimney/Ventilation System (Hot Water Heater – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any misalignment of an exhaust system on a gas fired or oil fired unit that may cause improper or dangerous venting of gases.

### **Missing Pressure Relief Valve (Hot Water Heater – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see that the pressure relief valve on the unit water heating system is either missing or does not extend to the floor.

### **HVAC System (Unit)**

System to provide heating, cooling and ventilation to the unit. This does not include building heating or cooling system deficiencies such as boilers, chillers, circulating pumps, distribution lines, fuel supply, etc., **or** occupant owned or supplied heating sources.

This inspectable item can have the following deficiencies:

- Convection/Radiant Heat System Covers Missing/Damaged
- General Rust/Corrosion
- Inoperable
- Misaligned Chimney/Ventilation System
- Noisy/Vibrating/Leaking

### **Convection/Radiant Heat System Covers Missing/Damaged (HVAC – Unit)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* At least 1 cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.

#### Comment:

*Level 3:* When the system is operational during an inspection and you see a Level 3 deficiency, a real-time hazard exists, you must record it manually under "Hazards (Health and Safety)."

### **General Rust/Corrosion (HVAC – Unit)**

Deficiency: You see a component of the system with deterioration from oxidation or corrosion of system parts. Deterioration is defined as rust and/or formations of metal oxides, flaking, or discoloration, or a pit or crevice.

#### Level of Deficiency:

*Level 1:* You see deterioration from rust and corrosion on the HVAC units in the dwelling unit. The system still provides enough heating or cooling.

*Level 2:* N/A

*Level 3:* N/A

### **Inoperable (HVAC – Unit)**

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

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* 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.

Comment:

Level 3: If this condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Misaligned Chimney/Ventilation System (HVAC – Unit)**

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

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* You see any misalignment of an exhaust system on a gas fired, oil fired or coal unit that may cause improper or dangerous venting of gases.

### **Noisy/Vibrating/Leaking (HVAC – 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.

Level of Deficiency:

*Level 1:* 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.

*Level 2:* N/A

*Level 3:* N/A

### **Kitchen (Unit)**

A place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.

This inspectable item can have the following deficiencies:

- Cabinets - Missing/Damaged
- Countertops - Missing/Damaged
- Dishwasher/Garbage Disposal - Inoperable

- Plumbing - Clogged Drains
- Plumbing - Leaking Faucets/Pipes
- Range Hoods/Exhaust Fans - Excessive Grease/Inoperable
- Range/Stove - Missing/Damaged/Inoperable
- Refrigerator - Missing/Damaged/Inoperable
- Sink - Missing/Damaged

### **Cabinets – Missing/Damaged (Kitchen – Unit)**

Deficiency: Cabinets are missing 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.

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* You see that 10% to 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

*Level 3:* You see that more than 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

### **Countertops – Missing/Damaged (Kitchen – Unit)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* 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.

*Level 3:* N/A

### **Dishwasher/Garbage Disposal - Inoperable (Kitchen – Unit)**

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

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* The dishwasher or garbage disposal does not function.

*Level 3:* N/A

### **Plumbing – Clogged Drains (Kitchen – Unit)**

Deficiency: The water does not drain adequately.

#### Level of Deficiency:

*Level 1:* The basin does not drain freely.

*Level 2:* N/A

*Level 3:* The drain is completely clogged or has suffered extensive deterioration.

### **Plumbing – Leaking Faucets/Pipes (Kitchen – Unit)**

Deficiency: You see that a basin faucet or drain connections leak.

Level of Deficiency:

*Level 1:* You see a leak or drip that is contained by the basin or pipes, and the faucet is functioning as it should.

*Level 2:* N/A

*Level 3:* You see a steady leak that is having an adverse affect on the surrounding area, and the faucet or pipe is not usable.

### **Range Hood/Exhaust Fans – Excessive Grease/Inoperable (Kitchen – Unit)**

Deficiency: The apparatus that draws out cooking exhaust does not function.

Level of Deficiency:

*Level 1:* An accumulation of dirt, grease or other barrier noticeably reduces the free passage of air.

*Level 2:* N/A

*Level 3:* The exhaust fan does not function.

-OR-

You estimate that the flue may be completely blocked.

### **Range/Stove – Missing/Damaged/Inoperable (Kitchen – Unit)**

Deficiency: The unit is missing or damaged.

**Note:** Before the inspection starts, you should be given a list of units under UFAS. Do not record these disconnected or partially disconnected ranges/stoves as a deficiency.

Level of Deficiency:

*Level 1:* The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges, flames are not distributed equally. The pilot light is out on 1 or more burners.

*Level 2:* One burner is not functioning.

*Level 3:* The unit is missing.

-OR-

Two or more burners are not functioning.

-OR-

The oven is not functioning.

Comment:

Level 3: If this condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

### **Refrigerator – Missing/Damaged/Inoperable (Kitchen – Unit)**

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

#### Level of Deficiency:

*Level 1*: The refrigerator has an excessive accumulation of ice.

-OR-

The seals around the doors are deteriorated.

*Level 2*: N/A

*Level 3*: The refrigerator is missing.

-OR-

The refrigerator does not cool adequately for the safe storage of food.

### **Sink – Missing/Damaged (Kitchen – Unit)**

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

**Note**: If a stopper is missing, do not record it as a deficiency.

#### Level of Deficiency:

*Level 1*: You see extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.

*Level 2*: N/A

*Level 3*: The sink or hardware is either missing or not functioning.

### **Laundry Area/Room – Dryer Vent Missing/Damaged/Inoperable (Unit)**

Place where soiled clothes and linens are washed and/or dried.

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

#### Level of Deficiency:

*Level 1*: N/A

*Level 2*: N/A

*Level 3*: Dryer vent is missing, damaged or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

### **Lighting – Missing/Inoperable (Unit)**

System to provide illumination to a room or area. Includes fixtures, lamps, and supporting accessories.

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

Level of Deficiency:

*Level 1:* In 1 room in a unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

*Level 2:* In 2 rooms, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the rooms.

*Level 3:* In more than 2 rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

**Outlets/Switches (Unit)**

The receptacle connected to a power supply or method to control the flow of electricity. Includes 2 and 3 prong outlets, ground fault interrupters, pull cords, 2 and 3 pole switches and dimmer switches.

This inspectable item can have the following deficiencies:

- Missing
- Missing/Broken Cover Plates

**Missing (Outlets/Switches – Unit)**

Deficiency: An outlet, switch or both are missing.

**Note:** This does not apply to empty junction boxes that were not intended to contain an outlet or switch.

Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* An outlet, switch or both are missing.

Comment:

Level 3: If this condition is a health and safety concern, you must record it manually under "Electrical Hazards (Health and Safety)."

**Missing/Broken Cover Plates (Outlets/Switches – Unit)**

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

Level of Deficiency:

*Level 1:* An outlet or switch has a broken cover plate over a junction box, but this does not cause wires to be exposed.

*Level 2:* N/A

*Level 3:* A cover plate is missing, which causes wires to be exposed.

### **Patio/Porch/Balcony – Baluster/Side Railings Damaged (Unit)**

Adjoining patio, porch or balcony.

Deficiency: A baluster or side railing on the porch/patio/balcony is loose, damaged or does not function, which limits the safe use of this area.

#### Level of Deficiency:

*Level 1:* N/A

*Level 2:* N/A

*Level 3:* The baluster or side rails enclosing this area are loose, damaged or missing, limiting the safe use of this area.

### **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.

### **Stairs (Unit)**

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.

**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.

**Walls (Unit)**

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.

Comment:

Level 3: If you have any doubt about the severity of the condition, request an inspection by a structural engineer.

**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.

**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.

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).”

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

**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.

**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.

**Peeling/Needs Paint (Walls – Unit)**

Deficiency:

- Paint is peeling, cracking, flaking or otherwise deteriorated.
- OR-
- A surface is not painted.

**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.

Level of Deficiency:

*Level 1:* The affected area affected 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

**Windows (Unit)**

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
- Damages/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 window pane.

*Level 2:* N/A

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

### **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

### **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.

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

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

### **Inoperable/Not Lockable (Windows – 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 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.

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.

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

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

**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.)

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.

**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

**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.

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

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.

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## **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

### **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)**

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

### **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 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

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.