Monday,
November 26, 2001

Part IV

Department of Housing and Urban Development

Public Housing Assessment System
Physical Condition Scoring Process
Interim Scoring, Corrections and Republication; Notice
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Public Housing Assessment System

Physical Condition Scoring Process

Interim Scoring, Corrections and Republication

AGENCY: Office of the Assistant Secretary of Public and Indian Housing, HUD.

ACTION: Notice.

SUMMARY: This notice provides additional information to public housing agencies (PHAs) about the interim scoring methodology for scoring PHAs under the Physical Condition Indicator of the Public Housing Assessment System (PHAS). This interim scoring is effective for PHAs with fiscal years ending September 30, 2001, December 31, 2001, March 31, 2002, June 30, 2002, and September 30, 2002. After the interim period, the Department will determine a PHA’s PHAS Physical Condition Indicator score in accordance with the scoring process of this notice, excluding the modification in the calculation of the area weights for the five inspectable areas.

By notice published June 28, 2000, the Department updated the Physical Condition Scoring Process notice that was published on June 23, 1999. The June 28, 2000, notice took into consideration public comments received on the June 23, 1999, notice and reflected changes made to the PHAS final rule published on January 11, 2000, and corrections to that final rule published on June 6, 2000.

This document also corrects printing errors that occurred in a portion of Appendix 1 in the June 28, 2000, notice; and includes the revised Dictionary of Deficiency Definitions as Appendix 2.

The changes made to this notice are discussed in the SUPPLEMENTARY INFORMATION section of this notice.

DATES: Comments Due Date: December 26, 2001.

FOR FURTHER INFORMATION CONTACT: For further information contact the Real Estate Assessment Center (REAC), Attention: Wanda Funk, U.S. Department of Housing and Urban Development, 1280 Maryland Avenue, SW., Suite 800, Washington, DC 20024; telephone (202) 708–4932 extension 3464. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877–8339. Additional information is available from the REAC Web site at http://www.hud.gov/reac/.

SUPPLEMENTARY INFORMATION:

Purpose of This Notice

The purpose of this notice is to provide additional information about the scoring process for PHAS Indicator #1, Physical Condition. The purpose of the Physical Condition assessment is to ensure that public housing units are decent, safe, sanitary and in good repair, using HUD’s Uniform Physical Condition Standards (UPCS) for the assessment. The physical condition assessment under the PHAS utilizes uniform physical inspection procedures to determine compliance with the UPCS and is an important indicator of the PHA’s performance.

Of the total 100 points available for a PHAS score, a PHA may receive up to 30 points under PHAS Indicator #1. The physical condition score is included in the aggregate PHAS score.

The information provided in this notice was originally published on May 13, 1999 (64 FR 26166), republished on June 23, 1999 (64 FR 33650), HUD solicited public comment on both the May 13, 1999, and June 23, 1999, notices. This Physical Condition Scoring Process notice, is published in this edition of the Federal Register, has been revised from the June 23, 1999, notice, to reflect the public comments received on the previous notices and to reflect the changes made to the PHAS regulations by final rule published on January 11, 2000 (65 FR 1712).

This notice is different from the June 28, 2000, notice in the following respects: (1) It modifies the normalized area weights so that a property’s physical inspection score is derived from Dwelling Units and Building Systems only; (2) it prescribes the frequency of inspections based on a PHA’s most recent PHAS Physical Condition Indicator score; (3) it describes how the scoring methodology reflects that not all buildings are inspected and includes in building weights the building selection probabilities; and (4) it includes the revised Dictionary of Deficiency Definitions as Appendix 2. During the interim period, the numerical scoring of each inspection will change but the inspection process and protocol will remain the same. The inspector will follow the same inspection methodology, i.e., recording information and observable deficiencies in the five inspectable areas: Site, Building Exterior, Building Systems, Common Areas, and Dwelling Units.

The area weights for the three non-scored inspectable areas will be redistributed proportionally to the two inspectable areas that will be scored. Each property inspection score will continue to be based on a 100 point scale. As a result, the nominal weights of the two inspectable areas that will be scored will change. See Item 9, below.

The overall PHAS Indicator #1 score will determine the frequency of inspections of a PHA’s portfolio. For PHAs whose PHAS Indicator #1 score is 24 or higher based on the 30 point score, physical inspections will be conducted every two years (subject to any changes made in further revisions to the rule or scoring notices). For PHAs whose PHAS Indicator #1 score is less than 24 based on the 30 point score, physical inspections will be conducted annually.

The “baseline” PHAS Indicator #1 score that determines the frequency of inspections is as follows:

(1) For PHAs having a fiscal year end (FYE) of September 30, the PHAS Indicator #1 score from the September 30, 2000, physical inspection(s) will be used;

(2) For PHAs having a FYE of December 31, the PHAS Indicator #1 score from December 31, 1999 will be used; if the PHA was inspected for the December 31, 2000, cycle, the December 31, 2000, score will be used;

(3) For PHAs having a FYE of March 31, the PHAS Indicator #1 score form March 31, 2000 will be used; if the PHA was inspected for the March 31, 2000, cycle, the March 31, 2001, score will be used; and

(4) For PHAs having a FYE of June 30, the PHAS Indicator #1 score from June 30, 2000, will be used; if the PHA was inspected for the June 30, 2001, cycle, the June 30, 2001, score will be used.

Physical inspections will be conducted in accordance with the above assessment cycle commenting with PHAs having a FYE of September 30, 2001. The application for adjustment to PHAS Indicator #1 for physical condition and/or neighborhood environment will be considered in the
year the PHA receives a physical inspection. Notwithstanding the foregoing, any PHA that is not required to have an inspection based on its “baseline” score, may request that HUD perform a PHAS Indicator #1 inspection. The Office of Public and Indian Housing must receive requests for an inspection no later than 60 days prior to the PHA’s FYE with the exception of requests for an inspection from PHAs with a FYE of September 30, 2001, and December 31, 2001, which must be received no later than December 31, 2001. All PHAs which request a new PHAS Indicator #1 inspection are bound by that score, and this score will be used to determine the PHA’s next time of inspection.

The PHAS/REAC Physical Inspection

The PHAS physical inspection, performed by HUD’s Real Estate Assessment Center (REAC), generates comprehensive results, such as:
- Physical inspection scores reported at the property level;
- Area level scores for each of the five REAC physical inspection areas; and
- Observations of deficiencies recorded by the inspector electronically at the time of the inspection.

The Physical Inspection Scoring Process

1. Definitions

The following are the important definitions of terms used in the physical conditions scoring process:
Score means a number between 0 and 100 that reflects the physical condition of a property, inspectable area, dwelling unit, or sub-area:
- To record a health or safety problem, a letter is added to the property score (a, b, or c); and
- To note that smoke detectors are inoperable or missing, an asterisk (*) is added to the property score.
Inspectable area means any of the five major components of the property which are:
- Site
- Building Exterior
- Building System
- Common Area
- Dwelling Units

Sub-area means an inspectable area for one building. For example, if a property has more than one building, each inspectable area for each building in the property is treated as a sub-area.

Inspectable items refer to walls, kitchens, bathrooms, and other things to be inspected in an inspectable area. The number of inspectable items varies for each area. Weights are assigned to each item to reflect relative importance, as shown in Appendix 1 (Item Weights and Criticality Levels).

Deficiencies refer to specific problems that can be recorded for the inspectable items, such as a hole in a wall or a damaged refrigerator in the kitchen.

Criticality means one of five levels that reflect the relative importance of the deficiencies for an inspectable item. Appendix 1 also lists all deficiencies with their designated levels, which vary from 1 to 5, with 5 as the more critical. The deficiencies also have assigned values used in scoring as follows:

<table>
<thead>
<tr>
<th>Criticality</th>
<th>Level</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
<td>5</td>
<td>5.00</td>
</tr>
<tr>
<td>Very important</td>
<td>4</td>
<td>3.00</td>
</tr>
<tr>
<td>Important</td>
<td>3</td>
<td>2.25</td>
</tr>
<tr>
<td>Contributes</td>
<td>2</td>
<td>1.25</td>
</tr>
<tr>
<td>Slight contribution</td>
<td>1</td>
<td>0.50</td>
</tr>
</tbody>
</table>

Based on the importance of the deficiency, reflected in its criticality value, points are deducted from the property score. For example, a clogged drain in the kitchen is more critical than a damaged surface on a counter top. Therefore, more points will be deducted for a clogged drain than for a damaged surface.

Severity means one of three levels that reflect the extent of damage associated with each deficiency, with values assigned as follows:

<table>
<thead>
<tr>
<th>Severity level</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1.00</td>
</tr>
<tr>
<td>2</td>
<td>0.50</td>
</tr>
<tr>
<td>1</td>
<td>0.25</td>
</tr>
</tbody>
</table>

Appendix I shows the severity levels that are possible for each deficiency. Based on the severity of each deficiency, the score is reduced. Points deducted are calculated based on the product of the item weight and the values for criticality and severity, as described below. For specific definitions of each severity level, see the REAC’s “Dictionary of Deficiency Definitions,” which is attached hereto as Appendix 2. The dictionary is also available from REAC’s Internet site at http://www.hud.gov/reac.

Normalized area weights mean weights used with area scores to create property level scores. The weights are adjusted to reflect the inspectable items that are present.

2. Scoring Process Input

To generate accurate scores, it is crucial to determine the appropriate relative weights of the various components of the inspection; that is, which components are the most important, the next most important, and so on. To develop the scoring methodology for the PHAS physical inspection, HUD utilized information provided by several knowledgeable parties, including:
- Professionals experienced in assessing the physical condition of properties;
- Representatives from the housing and public housing industries; and
- HUD professionals.

In an extensive series of meetings, these parties gave HUD valuable advice and comments on the relative weights and values for inspectable areas, items, criticality of deficiencies, and severity levels of deficiencies.

3. Equity Principles

In addition to determining the appropriate relative weights, HUD also took into consideration several issues concerning equity between properties:
- Proportionality. The scoring methodology includes an important control, which does not allow any dwelling unit or sub-area scores to be negative. If a sub-area, such as the building systems for a given building, has so many deficiencies that the sub-area score is negative, the score is set to zero. This control mechanism ensures that no single building or dwelling unit can affect the overall score more than its proportionate share of the whole.
- Configuration of property. The scoring methodology takes into account that properties have different numbers of units in buildings. To fairly score properties with different numbers of units in buildings, the area scores are calculated for Building Exterior and Building Systems by using weighted averages of the sub-area scores, where the weights are based on the number of units in each building.

Differences between properties. The scoring methodology also takes into account that properties have different features and amenities. To ensure that the overall score reflects only the items present to be inspected, weights to calculate area and property scores are adjusted depending on how many items are to be inspected.

4. Deficiency Definitions

During a physical inspection of a property, the inspector looks for deficiencies identified in the UPCS inspection software for each inspectable item within the inspectable areas, such as the walls (item) of a dwelling unit (area). A specific criticality level is assigned to each deficiency. The criticality level reflects the importance of the deficiency relative to all deficiencies for the item. One of three
severity levels is also assigned based on the observed condition.

The “Dictionary of Deficiency Definitions,” defines the three levels of severity: level 1, level 2, and level 3.

5. Health and Safety Deficiencies

The REAC physical inspection emphasizes health and safety (H&S) deficiencies because of their crucial importance to the well-being of residents. H&S deficiencies can substantially reduce the overall property score. As noted earlier, the H&S deficiencies are highlighted by adding a letter to the numeric score. Letters to the numeric score are added as follows:

- If there are no H&S deficiencies, add a;
- If there are H&S deficiencies, that are not life-threatening (NLT), add b; and
- If there are exigent H&S deficiencies that are life threatening (LT), i.e., calling for immediate attention or remedy—or fire safety H&S deficiencies, add c.

Appendix 1 lists all H&S deficiencies with an “LT” designation for exigent/fire safety and “NLT” for non-life threatening deficiencies. Note that these designations only apply for severity level 3.

To ensure prompt correction of H&S deficiencies, the inspector gives the property representative the list of every observed exigent/fire safety H&S deficiency before leaving the site. The property representative acknowledges receipt of the deficiency report by signature. The inspector also transmits the deficiency report to HUD not later than the morning after completing the inspection. HUD sends all PHAs an inspection report of the H&S deficiencies recorded by an inspector. These reports clearly show:

- The number of H&S deficiencies (exigent/fire safety and non-life threatening) that the inspector observed;
- All observed smoke detector deficiencies; and
- A projection of the total number of H&S problems that the inspector potentially would see in an inspection of all buildings and all units.

If there are smoke detector deficiencies, the physical condition score will include an asterisk. However, problems with smoke detectors do not currently affect the overall score. When there is an asterisk indicating the property has at least one smoke detector deficiency, that part of the score may be identified as “risk.” For example, “93a risk” for 93a and “71c risk” for 71c.

There are six distinct letter grade combinations: a, a*, b, b*, c and c*. For example:

- A score of 90c means that the property contains at least one exigent/fire safety H&S deficiency to be corrected, including at least one smoke detector deficiency, but is otherwise in excellent condition;
- A score of 55a means that the property is in poor condition, even though there are no H&S deficiencies; and
- A property in excellent physical condition with no H&S deficiencies would have a score of 90a to 100a.

6. Scoring Process Elements

The physical condition scoring process is based on three elements within a property:

- Inspectable areas;
- Inspectable items; and
- Observed deficiencies.

7. Scoring a Weighted Averages

The score for a property is the weighted average of area scores, with the area weights adjusted to take into account how many of an area’s inspectable items are actually present to be inspected.

The area scores are calculated by deriving weighted averages of sub-area scores over buildings or dwelling units as appropriate.

The sub-area scores are calculated by deducting points for deficiencies, based on criticality and severity levels. Points are also deducted for H&S deficiencies. (Sub-area scores may not be less than zero.)

8. Essential Weights and Levels

The process of scoring a property’s physical condition depends on the weights, levels, and associated values of several quantities:

- Weights for inspectable areas;
- Weights for inspectable items within areas;
- Criticality levels and their associated values for the possible deficiencies within items inspected;
- Severity levels and their associated values for deficiencies; and
- Health and safety deductions (exigent/fire safety and non-life threatening) for site, buildings, and dwelling units.

9. Nominal Area Weights

A property’s overall physical condition score is a weighted average of area scores. For the interim assessment, a property’s score will be derived from the Dwelling Units and Building Systems scores only. As a result, the three other area weights must be redistributed to these two areas so that a property’s score is still based on a 100 point scale. Accordingly, approximate area weights for the area scores (i.e., Dwelling Units and Building Systems) have been modified as illustrated below when Site, Building Exterior, and Common Areas have their nominal area weight set to zero.

<table>
<thead>
<tr>
<th>Area</th>
<th>June 28, 2000 scoring notice</th>
<th>Interim notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Building Exterior</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Buildings Systems</td>
<td>20</td>
<td>36</td>
</tr>
<tr>
<td>Common Areas</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Dwelling Units</td>
<td>35</td>
<td>64</td>
</tr>
</tbody>
</table>

These weights are assigned if all inspectable items are present for each area and for each building and unit. All of the inspectable items may not be present in every inspectable area. When items are missing in an area, the area weights are modified to reflect the missing items so they once again add to 100%. This is illustrated in Item 14, Example 3, below, where some inspectable items are missing in an inspectable area.

10. Dwelling Units and Building Systems Sub-Area Scores

For the interim assessment, property scores will be derived from area scores from Dwelling Units and Building Systems only. The area weights for Site, Building Exterior, and Common Areas will be set to zero and their respective points redistributed. The area scores will be derived from weighted averages of “sub-area” scores, which are the Dwelling Units and Building Systems scores calculated for individual dwelling units and buildings. These are the steps to arrive at sub-area scores for a dwelling unit or building:

**Step 1:** Calculate an “initial proportionate score”—the difference between the possible points for a building or a unit and the deductions associated with the deficiencies recorded. The number of possible points is the total of the inspectable item weights, ignoring the H&S item, for the site, or a building sub-area, or dwelling unit.

**Step 2:** Calculate the deduction for an observed deficiency by multiplying the relevant item weight by the criticality value and by the severity value.

**Step 3:** In a similar manner, reduce the scores for any health and safety (H&S) deficiencies observed, including those in the H&S item and those in other non-H&S items. The item weight for deficiencies included in the H&S item is equal to the largest weight among the
items present). At this point, the control to prevent negative scores is applied. Thus, no one building or unit may affect an area score more than its proportionate share would justify.

**Step 4:** Normalize the resulting proportionate scores to scores based on 100 points by dividing by the total of weights of items present to be inspected, not including the H&S items.

### 11. Area Scores

Within each area involving either multiple buildings or units, the area score is weighted average of the building sub-area scores or unit scores. To calculate these weighted averages, follow these guidelines:

**Dwelling Units:** The area score is the weighted average of sub-area scores for each unit, weighted by the total of items weights present to be inspected in each unit.

**Building Systems:** The area score for Building Systems is the weighted average of sub-area scores. The weights are the product of the total weights for items, ignoring the H&S item, inspected for each building’s building systems times the total number of units for each building. (Note: the total number of units is all units, and not just units inspected.) For most properties, all buildings are inspected. For properties for which buildings are sampled, each sampled building’s weight is multiplied by its “sampling weight,” which is the reciprocal of the probability of selection. When computing area scores for Building Exterior or Building Systems, a number of adjustments are made for common buildings without units. When computing the area scores for Building Systems, there may be special considerations when there are common buildings. (The term common building refers to any inspectable building that contains no dwelling units.) All common buildings are inspected. In those cases where a sample is taken of buildings with units, the effect of common buildings on the Building Systems score should be reduced. This reduction is accomplished by multiplying the weights for common buildings by the number of units in inspected buildings, divided by the total number of units in the property. Also for weighting purposes, a common building is assigned the average number of units in all buildings, including all common buildings and all buildings with units, whether inspected or not. Finally, to adjust for differences in size between common buildings, a common building’s weight is multiplied by the total weight of items present to be inspected for the building’s common areas.

### 12. Overall Property Score

To calculate the overall property score, the normalized area weights are applied to the area scores. For the interim assessment, the property score will be derived from the Dwelling Units and Building Systems area scores only since the area weights for Site, Building Exterior, and Common Areas have been set to zero and the points redistributed.

### 13. Possible Points

Normalized area weights reflect both the initial weights and the relative weights between areas of inspectable items actually present. For reporting purposes, normalized weights are presented as the maximum point contributions for each of the five inspectable areas. The following items are set forth on each Physical Inspection Report:

- Normalized weights, listed as the “Possible Points,” by inspectable area;
- The scores for each inspectable area, listed as “Area Points,” taking into account the points deducted for observed deficiencies;
- The deductions for H&S, listed as “H&S Deductions,” associated with each inspectable area; and
- The overall property score.

The physical Inspection Report allows the PHA to see the magnitude of the points lost by inspectable area, and the impact on the score of the H&S deficiencies.

### 14. Examples of Physical Condition Score Calculations

The physical inspection scoring is deficiency based; all properties start with 100 points. Each deficiency observed reduces the score by an amount dependent on the importance and severity of the deficiency, the number of buildings and units inspected, the inspectable items actually present to be inspected and the relative weights between inspectable items and between inspectable areas.

To illustrate how physical condition scores are calculated, three examples are provided below. These examples go through a number of interim stages in calculating the score, illustrating how sub-area scores are calculated and then rolled up into area scores, and how area scores are combined to calculate the overall property score. One particular deficiency, a leak in a boiler pump, is carried through the examples with the end result of causing a loss of one and one-half points. As will be seen, the deduction starts out as a percent of the sub-area and then the area score is considerably decreased in the final overall property score since it is averaged across other sub-areas (Building Systems in the example) and then averaged across the five areas. Although interim results in the examples are rounded, only the final results are rounded for actual calculations.

Following this section, another example is given specifically for public housing properties to show how property scores are rolled up into the PHAS Indicator #1 score for the PHA as a whole.

**Example #1:** This example illustrates how the score for a building system sub-area is calculated based on the following features:

#1a. Ignoring the H&S item, the other seven items have a total weight of 100%, as shown in Appendix I. If the building had no elevator, an item with a normal weight of 5%, then the total item weight for the remaining non-H&S items would be 95%, which is then the base (95.0 points) from which deductions are made to create the “initial proportionate score” as described, above, under Sub-Area Scores.

#1b. Assume a small leak was observed in one of the recirculating pumps associated with the building’s boiler system. This is the deficiency mentioned, above, which will reduce the overall property score by one and one-half points. The criticality level for this deficiency is provided in Appendix I as a “4”, which has a value of 3.0 as given, above, under Definitions. If, based on the Dictionary of Deficiency Definitions, it is determined that the small leak is a level 1 deficiency, then the amount of points deducted is the item weight (15.5) times the criticality value (3), times the severity value (0.25), which equals 11.6 points for this interim state of assessment. As noted above, however, this deduction is actually only one and one-half points after completing calculation of the sub-area score for this building system, and then averaging over other building systems and the five areas. Therefore, these changes in deductions through the interim stages will be noted after each stage of calculation.

#1c. If this is the only deficiency observed, then the initial proportionate score for this sub-area would be 95.0–11.6 or 83.4 points.

#1d. Additional deficiencies or H&S deficiencies (calculated in the same manner) would further decrease the sub-area score, and if the score dropped below zero, then it would be changed to zero.

**Example #2:** This example illustrates how the score for an area is calculated based on the following features:

#2a. Consider a property with two buildings with the following characteristics:
Since both buildings were inspected, their probability of selection is both 1.00.

Building #1 (from Example #1, above):
- 10 units
- 95.0% of the weight for the items that were present in Building Systems
- Sampling weight is 1.00
- Building Systems score is 87.8 points
- Nominal weight: 85% of the weight for the items present in the Building Systems
- Total: 54.8/89.7 = 60.6

Building #2:
- 20 units
- 100% of the weight for the items that were present in Building Systems
- Sampling weight is 1.00
- Building Systems score is 69.1 points
- Nominal weight: 85% of the weight of items present
- Total: 39.4 × 75.1/100 = 29.6

#3d. Multiply the new "normalized" weights by the area scores, above, divide by 100, and add the results:

\[
\text{Building Systems } \times \left( \frac{58.9}{100} \right) = 39.4
\]

\[
\text{Dwelling Units } \times \left( \frac{64.0}{100} \right) = 60.6
\]

\[
\text{Total Property Score} = 39.4 + 60.6 = 100.0
\]

Note: The deduction from the Building Systems score caused by the small boiler pump leak in Building #1 then becomes a final deduction of (39.4) × (0.05/100) = 0.2 points in the overall property score. The final rounded property score would be 78 points.

### Example #2: This example illustrates a property with some buildings selected in phase 1, others selected in phase 2, and some buildings that are not selected at all.

The property is comprised of 22 residential buildings. Two buildings each have ten dwelling units and 20 buildings are single-family dwelling units. The property is 40 dwelling units (2 × 10 + 20). The target sample size for a property with 40 dwelling units is 16; the sampling ratio is 40/16 = 2.5. Pursuant to protocol 16 residential buildings will be inspected for this property.

In phase 1 of sampling, six of the 12 buildings will be selected in phase 2. Since 16 residential buildings are inspected, the sample of ten buildings selected in phase 1 falls six buildings short of a full sample and six buildings will be selected in phase 2. Since phase 2 sampling will select six of the 12 previously unselected buildings, each building not selected in phase 1 will have a 6 in 12 (0.50) probability of selection in phase 2.

The probability of selection for the two large buildings is: Sampling probability = 1.00 = (1.00 × 1.00) × 0.50 = 1.00. The sampling weights for these buildings are 1.

### Example #3: This example illustrates how the score for a property is calculated based on the following:

- Building Systems (from Example #2 above):
  - Score: 75.1 points
  - 98% of weight of items present
  - Nominal weight: 36%
- Dwelling Units:
  - Score: 60.6 points
  - 85% of weight of items present
  - Nominal weight: 64%
- #3c. Adjust the area weights to "normalize" so that they add to 100. Divide each adjusted area weight by the total and multiply by 100 (this also results in the maximum possible points reported for each area):
  - Building Systems: 36 × 98% = 35.3
  - Dwelling Units: 64 × 85% = 54.4
  - Total: 89.7

### 15. Computing the PHAS Physical Condition Indicator Score

The PHAS Indicator #1 score for a PHA is the weighted average of the PHA’s individual properties’ physical inspection scores adjusted for physical condition and neighborhood environment, where the weights are the number of units in each property divided by the total number of units in all properties for the PHA.

Example: Property 1 has a score of 78 and has 30 units; Property 2 has a score of 85 and has 200 units. The score is computed as follows:

\[
\text{Score} = \left( \frac{78 \times 30}{30 + 200} \right) + \left( \frac{85 \times 200}{30 + 200} \right)
\]

### 16. Examples of Sampling Weights for Buildings

The determination of which buildings will be inspected is a two-phase process. In phase 1 of the process, all buildings that contain the sampled dwelling units that will be inspected are included in the sampled buildings that will be inspected. (Dwelling units are sampled with equal probabilities at random from all buildings.) When all buildings on a property are not selected in the building sample through phase 1, phase 2 is used to increase the size of the building sample. In phase 2, the additional buildings that are to be included in the sample are selected with equal probabilities so that the total building sample size is the lesser of either (1) the dwelling unit sample size, or (2) the number of all buildings.

To illustrate the process for sampling buildings, two examples are provided below:

Example #1: This example illustrates a property with two buildings for which both buildings are sampled with certainty.

Building 1 has ten dwelling units and building 2 has 20 dwelling units, for a total of 30 dwelling units. The target dwelling unit sample size for a property with 30 dwelling units is 15. Thus, the sampling ratio for this property is 30/15 = 2, which means every second dwelling unit will be selected. The number of residential buildings to be inspected is the minimum of 15 and 2; thus, two residential buildings are to be inspected. Since both buildings have at least 2 dwelling units, both buildings were selected in phase 1 of sampling, phase 2 is not invoked. Both buildings will then have a selection probability of 1.000 and a sampling weight of 1.00.

Example #2: This example illustrates a property with some buildings selected in phase 1, others selected in phase 2, and some buildings that are not selected at all.

The property is comprised of 22 residential buildings. Two buildings each have ten dwelling units and 20 buildings are single-family dwelling units. The property is 40 dwelling units (2 × 10 + 20). The target sample size for a property with 40 dwelling units is 16; the sampling ratio is 40/16 = 2.5. Pursuant to protocol 16 residential buildings will be inspected for this property.

In phase 1 of sampling, six of the 12 buildings will be selected in phase 2. Since 16 residential buildings are inspected, the sample of ten buildings selected in phase 1 falls six buildings short of a full sample and six buildings will be selected in phase 2. Since phase 2 sampling will select six of the 12 previously unselected buildings, each building not selected in phase 1 will have a 6 in 12 (0.50) probability of selection in phase 2.

Michael Liu,
Assistant Secretary for Public and Indian Housing.

BILLING CODE 4210-33-P
## Appendix 1 - Item Weights and Criticality Levels
### Area: Site

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Nominal Item Weight</th>
<th>Observable Deficiency</th>
<th>Criticality</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>H&amp;S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fencing and Gates</td>
<td>10%</td>
<td>Damaged/Falling/Leaning</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10%</td>
<td>Holes</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10%</td>
<td>Missing Sections</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td>Grounds</td>
<td>12.50%</td>
<td>Erosion/Rutting Areas</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Overgrown/Penetrating Vegetation</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Ponding/Site Drainage</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>12.50%</td>
<td>Air Quality - Sewer Odor Detected</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Air Quality - Propane/Natural Gas/Methane Gas Detected</td>
<td>5</td>
<td>X</td>
<td></td>
<td>LT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Electrical Hazards - Exposed Wires/Open Panels</td>
<td>5</td>
<td></td>
<td></td>
<td>LT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Electrical Hazards - Water Leaks onljm Electrical Equipment</td>
<td>5</td>
<td></td>
<td></td>
<td>LT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Flammable Materials - Improperly Stored</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Garbage and Debris - Outdoors</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Hazards - Other</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Hazards - Sharp Edges</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Hazards - Tripping</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Infestation - Insects</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Infestation - Rats/Mice/Vermillion</td>
<td>3</td>
<td>X</td>
<td></td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td>Mailboxes/Project Signs</td>
<td>1%</td>
<td>Mailbox Missing/Damaged</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>Signs Damaged</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Market Appeal</td>
<td>8%</td>
<td>Graffiti</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8%</td>
<td>Litter</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Lots/Driveways/Roads</td>
<td>8.50%</td>
<td>Cracks</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.50%</td>
<td>Potholes/Loose Material</td>
<td>4</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.50%</td>
<td>Settlement/Heaving</td>
<td>4</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Play Areas and Equipment</td>
<td>12.50%</td>
<td>Damaged/Broken Equipment</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Deteriorated Play Area Surface</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refuse Disposal</td>
<td>12.50%</td>
<td>Broken/Damaged Enclosure-Inadequate Outside Storage Space</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retaining Walls</td>
<td>2%</td>
<td>Damaged/Falling/Leaning</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Drainage</td>
<td>12.50%</td>
<td>Damaged/Obstructed</td>
<td>5</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walkways/Steps</td>
<td>12.50%</td>
<td>Broken/Missing Hand Railing</td>
<td>3</td>
<td></td>
<td>X</td>
<td>NLT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Cracks/Settlement/Heaving</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.50%</td>
<td>Spalling</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. Nominal item weight assumes that all items for the site are present. Nominal weights would be adjusted accordingly when items are not applicable. (N/A)
2. The Health & Safety item assumes the highest item weight for a particular inspection. Normally it is equal to 12.5%.
3. "X" in the level column indicates which levels are applicable.
4. Only level 1 is applied to H&S deficiencies.
5. In the H&S column, NLT is non-life threatening, HL1 is life threatening. (Life threatening is subject to interpretation and may require immediate attention or remedy.)
### Appendix 1 - Item Weights and Criticality Levels

**Area: Building Exterior**

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Nominal Item Weight</th>
<th>Observable Deficiency</th>
<th>Criticality</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors</td>
<td>16%</td>
<td>Damaged Frames/Threshold/Lintels/Trim</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Damaged Hardware/locks</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Damaged Surface (Hole/Paint/Rustling/Glass)</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Damaged/Missing Screen/Storm/Security Door</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Deteriorated/Missing Caulking/Seals</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Missing Door</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>Fire Escapes</td>
<td>16%</td>
<td>Blocked Egress/Ladders</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Visibly Missing Components</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>Foundations</td>
<td>16%</td>
<td>Cracks/Gaps</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Spalling/Exposed Rebar</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>16%</td>
<td>Electrical Hazards - Exposed Wires/Open Panels</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Electrical Hazards - Water Leaks on near Electrical Equipment</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Emergency Fire Exits - Missing Exit Signs</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Flammable Materials - Improperly Stored</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Garbage and Debris - Indoors</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Garbage and Debris - Outdoors</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Hazards - Other</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Hazards - Sharp Edges</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Hazards - Tripping</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Infestation - Insects</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Infestation - Rats/Mice/Vormin</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Lighting</td>
<td>10%</td>
<td>Broken Fixtures/Bulbs</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Roofs</td>
<td>16%</td>
<td>Damaged Soffits/Fascia</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Damaged Vents</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Damaged/Clogged Drains</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Damaged/Torn Membrane/Missing Ballast</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Missing/Damaged Components from Downspout/Gutter</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Missing/Damaged Shingles</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>Ponding</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Walls</td>
<td>13%</td>
<td>Cracks/Gaps</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Damaged Chimneys</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Missing/Damaged Caulking/Mortar</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Missing Pieces/Holes/Spalling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Stained/Peeled/Needs Paint</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Windows</td>
<td>13%</td>
<td>Broken/Missing/Creased Panels</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Damaged Silt/Frames/Lintels/Trim</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Damaged/Missing Screens</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Deteriorated Caulking/Seals/Glazing Compound</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Peeling/Needs Paint</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>13%</td>
<td>Security Bars Prevent Egress</td>
<td>5</td>
<td>X</td>
</tr>
</tbody>
</table>

**FHEO - 32' Wide Main Entrance**

<table>
<thead>
<tr>
<th>Item</th>
<th>Deficiency</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Main Entrance Less Than 32' Wide</td>
<td>5</td>
</tr>
</tbody>
</table>

**FHEO - Accessibility to Main Floor Entrance**

<table>
<thead>
<tr>
<th>Item</th>
<th>Deficiency</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Obstructed or Missing Accessibility Route</td>
<td>5</td>
</tr>
</tbody>
</table>

**Note:**
1. Nominal item weight assumes that all items for the Building Exterior are present. Item weights would be adjusted accordingly when items are not applicable (N/A).
2. The Health & Safety item assumes the highest item weight for a particular inspection. Normally it is equal to 16%.
3. An "X" in the level column indicates levels are applicable.
4. Only level 3 is applied to H&S deficiencies.
5. In the H&S column, LT is non-life threatening H&S and LT (life-threatening) is exigent/fire safety (calling for immediate attention or remedy.)
## Appendix 1 - Item Weights and Criticality Levels

### Area: Building Systems

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Nominal Weight</th>
<th>Observable Deficiency</th>
<th>Criticality</th>
<th>Level</th>
<th>H&amp;S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Water</td>
<td>15.50%</td>
<td>Leaking Central Water Supply</td>
<td>4</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Misaligned Chimney Ventilation System</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Missing Pressure Relief Valve</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.60%</td>
<td>Rust/Corrosion on Heater-Chimney</td>
<td>2</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Water Supply Inoperable</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Electrical System</td>
<td>15.50%</td>
<td>Blocked Access/Improper Storage</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Burnt Breakers</td>
<td>4</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Evidence of Leaks/Corrosion</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Frayed Wiring</td>
<td>5</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Missing Breakers/Fuses</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Missing Covers</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>Elevators</td>
<td>5%</td>
<td>Not Operable</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Emergency Power</td>
<td>2%</td>
<td>Auxiliary Lighting Inoperable</td>
<td>5</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2%</td>
<td>Run-Up Records/Documentation Not Available</td>
<td>4</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Exhaust System</td>
<td>15.50%</td>
<td>Roof Exhaust Fan Inoperable</td>
<td>5</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fire Protection</td>
<td>15.50%</td>
<td>Missing Sprinkler Head</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Missing/ Damaged/ Expired Extinguishers</td>
<td>5</td>
<td>X X X</td>
<td>LT</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>15.50%</td>
<td>Air Quality - Mold and/or Moldew Observed</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Air Quality - Propane/Naff Gas/ Methane Gas Detected</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Air Quality - Sewer Odor Detected</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Electrical Hazards - Exposed Wire/ Open Panels</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Electrical Hazards - Water Leaks in Water Electrical Equipment</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Elevator - Tripping</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Emergency Exit/ Exit Signs Blocked/ Unusable</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Emergency Exit/ Exit Signs/ Missing Exit Signs</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Flammable Materials - Improperly Stored</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.60%</td>
<td>Garbage and Debris - Indoors</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Garbage and Debris - Outdoors</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Hazards - Other</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Hazards - Sharp Edges</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Hazards - Tripping</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Infestation - Insects</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Infestation - Rods/Mice/Vermin</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>HVAC</td>
<td>15.50%</td>
<td>Boiler/Pump Leaks</td>
<td>4</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Fuel Supply Leaks</td>
<td>4</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Misaligned Chimney Ventilation System</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td>15.60%</td>
<td>General Rust/Corrosion</td>
<td>2</td>
<td>X X</td>
<td>NLT</td>
</tr>
<tr>
<td>Sanitary System</td>
<td>15.50%</td>
<td>Broken/Leaking/Clogged Pipes or Drains</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td></td>
<td>15.50%</td>
<td>Missing Drains/Cleanout/Manhole Covers</td>
<td>5</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Note 1) Nominal item weight assumes that all items in the building system are present; item weights would be adjusted accordingly when items are not applicable (N/A).

2) The Health & Safety item assumes the highest item weight for a particular inspection. Normally it is equal to 15.5%.

3) "X" in the level column indicates which levels are applicable.

4) Only level 3 is to be applied to N/A deficiencies.

5) In the H&S column, NLT is non-life threatening H&S and LT (Life threatening) is a sign of fire safety (calling for immediate attention or remedy.)
### Appendix 1 - Item Weights and Criticality Levels

**Area: Common Area**

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Nominal Item Weight</th>
<th>Observable Deficiency</th>
<th>Criticality</th>
<th>Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>H&amp;S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement/Garage/Ceiling</td>
<td>5.0%</td>
<td>Ceiling - Bulging/Bucking</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Ceiling - Holes/Missing Tiles/Panels/Cracks</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Ceiling - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Damaged Frames/Threshold/Interiors/Trim</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Damaged Hardware/latches</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Damaged Surface - Holes/Paint/Rusting/Glass</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Damaged/Missing Screen/Storm/Security Door</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Deteriorated/Missing Seals (Entry Only)</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Missing Door</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Burnt Breakers</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Missing Breakers</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Missing Covers</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Bulging/Bucking</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Floor Covering Damaged</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Missing Flooring/Tiles</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Peeling/Nails Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Rot/Deteriorated Subfloor</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Lighting - Missing/Damaged/Inoperable Fixture</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Smoke Detector - Missing/Inoperable</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Stairs - Broken/Missing Hand Railing</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Stairs Broken/Damaged/Missing Steps</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Bulging/Bucking</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Damaged</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Damaged/Deteriorated Trim</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Damaged Window Sill</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Missing/Deteriorated Caulking-Seals/Glazing Compound</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Inoperable/Not Lockable</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Security Bars Prevent Egress</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Closet/Utility/Mechanical**

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Nominal Item Weight</th>
<th>Observable Deficiency</th>
<th>Criticality</th>
<th>Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>H&amp;S</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0%</td>
<td>Ceiling - Bulging/Bucking</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Ceiling - Holes/Missing Tiles/Panels/Cracks</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Ceiling - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Damaged Frames/Threshold/Interiors/Trim</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Damaged Hardware/latches</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Damaged Surface (Holes/Paint/Rusting/Glass)</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Damaged/Missing Screen/Storm/Security Door</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Deteriorated/Missing Seals (Entry Only)</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Doors - Missing Door</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Burnt Breakers</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Frayed Wiring</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Missing Breakers</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Electrical - Missing Covers</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Bulging/Bucking</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Floor Covering Damaged</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Missing Flooring/Tiles</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Peeling/Nails Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Rot/Deteriorated Subfloor</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Lighting - Missing/Damaged/Inoperable Fixture</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Smoke Detector - Missing/Inoperable</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Stairs - Broken/Missing Hand Railing</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Stairs Broken/Damaged/Missing Steps</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Bulging/Bucking</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Damaged</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Damaged/Deteriorated Trim</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Damaged Window Sill</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Missing/Deteriorated Caulking-Seals/Glazing Compound</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Inoperable/Not Lockable</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Security Bars Prevent Egress</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Community Room**

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Nominal Item Weight</th>
<th>Observable Deficiency</th>
<th>Criticality</th>
<th>Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>H&amp;S</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0%</td>
<td>Ceiling - Bulging/Bucking</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>10.0%</td>
<td>Ceiling - Holes/Missing Tiles/Panels/Cracks</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### Appendix 1 - Item Weights and Criticality Levels

#### Area: Common Area

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0% Ceiling - Peeling/Needs Paint</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>X</td>
</tr>
<tr>
<td>10.0% Doors - Damaged Frames/Threshold/Urinals/Trim</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Doors - Damaged Hardware/Locks</td>
<td>X</td>
</tr>
<tr>
<td>10.0% Doors - Damaged Surface (holes/Paint/Scratches/Glass)</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Doors - Damaged Missing Screen/Storm/Security Door</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Doors - Deteriorated/Missing Seals (Entry Only)</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Doors - Missing Door</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Electrical - Blocked Access to Electrical Panel</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Electrical - Burnt Breakers</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Electrical - Evidence of Leaks/Corrosion</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Electrical - Frayed Wiring</td>
<td></td>
</tr>
<tr>
<td>10.0% Electrical - Missing Breakers</td>
<td>X</td>
</tr>
<tr>
<td>10.0% Electrical - Missing Covers</td>
<td>X</td>
</tr>
<tr>
<td>10.0% Floors - Bulging/Buckling</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Floor Covering Damaged</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Floors - Missing Flooring/Tiles</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Floors - Peeling/Needs Paint</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Rot/Deteriorated Subfloor</td>
<td>X</td>
</tr>
<tr>
<td>10.0% Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>X</td>
</tr>
<tr>
<td>10.0% HVAC - Misaligned Chimney/Ventilation System</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - Inoperable</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - Noisy/Vibrating/Leaking</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - Convection/Radiant Heat System Covers Missing/Damaged</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - General Rust/Corrosion</td>
<td></td>
</tr>
<tr>
<td>10.0% Lighting - Missing/Damaged/Inoperable Fixtures</td>
<td>X</td>
</tr>
<tr>
<td>10.0% Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Smoke Detector - Missing/Inoperable</td>
<td></td>
</tr>
<tr>
<td>10.0% Stairs - Broken/Missing Hand Railing</td>
<td></td>
</tr>
<tr>
<td>10.0% Stairs - Broken/Damaged/Missing Steps</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Bulging/Buckling</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Damaged</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Damaged/Deteriorated Trim</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Peeling/Needs Paint</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Windows - Cracked/Broken/Missing Panes</td>
<td></td>
</tr>
<tr>
<td>10.0% Windows - Damaged Window Sill</td>
<td></td>
</tr>
<tr>
<td>10.0% Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Windows - Inoperable/Not Lockable</td>
<td></td>
</tr>
<tr>
<td>10.0% Windows - Peeling/Needs Paint</td>
<td></td>
</tr>
<tr>
<td>10.0% Windows - Security Bars Prevent Egress</td>
<td></td>
</tr>
<tr>
<td>Daycare</td>
<td></td>
</tr>
<tr>
<td>10.0% Ceiling - Bulging/Buckling</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Ceiling - Holes/Missing Ties/Panels/Cracks</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Ceiling - Peeling/Needs Paint</td>
<td></td>
</tr>
<tr>
<td>10.0% Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Doors - Damaged Frames/Threshold/Urinals/Trim</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Doors - Damaged Hardware/Locks</td>
<td></td>
</tr>
<tr>
<td>10.0% Doors - Damaged Surface (holes/Paint/Scratches/Glass)</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Doors - Damaged Missing Screen/Storm/Security Door</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Doors - Deteriorated/Missing Seals (Entry Only)</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Doors - Missing Door</td>
<td></td>
</tr>
<tr>
<td>10.0% Electrical - Blocked Access to Electrical Panel</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Electrical - Burnt Breakers</td>
<td></td>
</tr>
<tr>
<td>10.0% Electrical - Evidence of Leaks/Corrosion</td>
<td></td>
</tr>
<tr>
<td>10.0% Electrical - Frayed Wiring</td>
<td></td>
</tr>
<tr>
<td>10.0% Electrical - Missing Breakers</td>
<td></td>
</tr>
<tr>
<td>10.0% Electrical - Missing Covers</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Bulging/Buckling</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Floor Covering Damaged</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Missing Flooring/Tiles</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Peeling/Needs Paint</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Rot/Deteriorated Subfloor</td>
<td></td>
</tr>
<tr>
<td>10.0% Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>X</td>
</tr>
<tr>
<td>10.0% HVAC - Misaligned Chimney/Ventilation System</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - Inoperable</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - Noisy/Vibrating/Leaking</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - Convection/Radiant Heat System Covers Missing/Damaged</td>
<td></td>
</tr>
<tr>
<td>10.0% HVAC - General Rust/Corrosion</td>
<td></td>
</tr>
<tr>
<td>10.0% Lighting - Missing/Damaged/Inoperable Fixtures</td>
<td></td>
</tr>
<tr>
<td>10.0% Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Smoke Detector - Missing/Inoperable</td>
<td></td>
</tr>
<tr>
<td>10.0% Stairs - Broken/Missing Hand Railing</td>
<td></td>
</tr>
<tr>
<td>10.0% Stairs - Broken/Damaged/Missing Steps</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Bulging/Buckling</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Damaged</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Damaged/Deteriorated Trim</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Peeling/Needs Paint</td>
<td></td>
</tr>
<tr>
<td>10.0% Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>X X</td>
</tr>
<tr>
<td>10.0% Windows - Cracked/Broken/Missing Panes</td>
<td></td>
</tr>
<tr>
<td>10.0% Windows - Damaged Window Sill</td>
<td></td>
</tr>
<tr>
<td>10.0% Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>X X X</td>
</tr>
<tr>
<td>10.0% Windows - Inoperable/Not Lockable</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 1 - Item Weights and Criticality Levels

**Area: Common Area**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Criticality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall/Corridor/STairs</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Peeling/Needs Paint</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Security Bars Prevent Egress</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Holes/Missing Tiles/Panels/Cracks</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Frames/Threshold/Unites/Trim</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Hardware/Locks</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Surface (Holes/Paint/Rusting)</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged/Missing Screen/Storm/Security Door</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Deteriorated/Missing Seats (Entry Only)</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Missing Door</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Burnt Breakers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Frayed Wiring</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Missing Breakers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Missing Covers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Floor Covering Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Missing Flooring/Tiles</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Rot/Deteriorated Subfloor</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Grille</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Misaligned Chimney/Ventilation System</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Noisy/Vibrating/Leaking</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Convection/Radiant Heat System Covers Missing/Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - General Rust/Corrosion</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Lighting - Missing/Damaged/Inoperable Fixture</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Mailbox - Missing/Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Outlet/Switches/Receptacles - Missing/Broken</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Smoke Detector - Missing/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Stairs - Broken/Missing Hand Rail</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Stairs - Broken/Damaged/Missing Steps</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Deteriorated/Damaged/Deteriorated Trim</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Damaged Window Sill</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Deteriorated/Missing Caulking/Seals</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Inoperable/Not Lockable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Missing/Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Security Bars Prevent Egress</td>
<td>10.0%</td>
<td>X</td>
</tr>
</tbody>
</table>

**Health & Safety**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Criticality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Quality - Mold and/or Mold Observed</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Air Quality - Propane/Natural Gas/Methane Gas Detected</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Air Quality - Sever Odor Detected</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical Hazards - Exposed Wires/Open Panels</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical Hazards - Water Leaks near Electrical Equipment</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Emergency Fire Exits - Emergency Fire Exits Blocked/Unusable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Garbage and Debris - Indoors</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Garbage and Debris - Outdoors</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Hazards - Other</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Hazards - Sharp Edges</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Hazards - Trippping</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Infestation - Insects</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Infestation - Rodents/Vermin</td>
<td>10.0%</td>
<td>X</td>
</tr>
</tbody>
</table>

**Kitchen**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Criticality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinets - Missing/Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>CEI - Peeler/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Holes/Missing Tiles/Panels/Cracks</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Countertops - Missing/Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Dishwasher/Garbage Disposal - Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Frames/Threshold/Unites/Trim</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Hardware/Locks</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Deteriorated/Missing Seats (Entry Only)</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Missing Door</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Burnt Breakers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Frayed Wiring</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Missing Breakers</td>
<td>10.0%</td>
<td>X</td>
</tr>
</tbody>
</table>
### Appendix 1 - Item Weights and Criticality Levels

#### Area: Common Area

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Criticality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical - Missing Covers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Range Hood/Exhaust Fans - Excessive Grease/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Floor Covering Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Missing Flooring/Tiles</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Rot/Deteriorated Subfloor</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>GFI - Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Misaligned Chimney/Ventilation System</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Noisy/Vibrating/Leaking</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Convective/Radiant Heat System Covers Missing/Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - General Rust/Corrosion</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Lighting - Missing/Damaged/Inoperable Fixture</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Plumbing - Leaking Faucet/Pipes</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Range/Stove - Missing/Damaged/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Range Hood/Exhaust Fans - Excessive Grease/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Refrigerator - Damaged/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Sink - Damaged/Missing</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Smoke Detector - Missing/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Stairs - Broken/Missing Hand Railing</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Stairs Broken/Damaged/Missing Steps</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Damaged/Deteriorated Trim</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Cracked/Broken/Missing Panes</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Damaged Window Sill</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Inoperable/Not Lockable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Security Bars Prevent Egress</td>
<td>10.0%</td>
<td>X</td>
</tr>
</tbody>
</table>

#### Laundry Room

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Criticality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Holes/Missing Tiles/Panels/Cracks</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Frames/Threshold/Intents/Trim</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Hardware/Locks</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Surface (Holes/Paint/Rusting)</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged/Missing Screen/Storm/Security Door</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Deteriorated/Missing Seals (Entry Only)</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Missing Door</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Dryer Vent - Missing/Damaged/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Bent/Brakers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Frayed Wiring</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Missing Breakers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Missing Covers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Missing Covers</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Floor Covering Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Missing Flooring/Tiles</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Rot/Deteriorated Subfloor</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>GFI - Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Misaligned Chimney/Ventilation System</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Noisy/Vibrating/Leaking</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Convective/Radiant Heat System Covers Missing/Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - General Rust/Corrosion</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Lighting - Missing/Damaged/Inoperable Fixture</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Smoke Detector - Missing/Inoperable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Stairs - Broken/Missing Hand Railing</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Stairs Broken/Damaged/Missing Steps</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Damaged</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Damaged/Deteriorated Trim</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Cracked/Broken/Missing Panes</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Damaged Window Sill</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Inoperable/Not Lockable</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Peeling/Needs Paint</td>
<td>10.0%</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Security Bars Prevent Egress</td>
<td>10.0%</td>
<td>X</td>
</tr>
</tbody>
</table>

#### Lobby

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Criticality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling - Bulging/Buckling</td>
<td>10.0%</td>
<td>X</td>
</tr>
</tbody>
</table>
### Appendix 1 - Item Weights and Criticality Levels

#### Area: Common Area

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Weight</th>
<th>Criticality</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling - Holes/Missing Tiles/Panels/Cracks</td>
<td>5.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Peeling/Needed Paint</td>
<td>5.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>2.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged Frames/Threshold/Lintel/Trim</td>
<td>2.0%</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Doors - Damaged Hardware/Locks</td>
<td>2.0%</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Doors - Damaged Surface (Holes/Paint/Rusting)</td>
<td>1.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Damaged/Missing Screen/Storm/Security Door</td>
<td>1.0%</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Doors - Deteriorated/Missing Seats (Entry Only)</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Doors - Missing Door</td>
<td>6.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>3.0%</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Electrical - Burnt Breakers</td>
<td>4.0%</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>5.0%</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>Electrical - Frayed Wiring</td>
<td>5.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Electrical - Missing Breakers</td>
<td>5.0%</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>Electrical - Missing Covers</td>
<td>5.0%</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>Floors - Bulging/Buckling</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Floor Covering Damaged</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Missing Flooring/Tiles</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Peeling/Needs Paint</td>
<td>1.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Rot/Deteriorated Subfloor</td>
<td>2.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>2.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Misaligned Chimney Ventilation System</td>
<td>3.0%</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>HVAC - Inoperable</td>
<td>5.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Noisy/Vibrating/Leaking</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Convection/Radiant Heat System Covers Missing/Damaged</td>
<td>2.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - General Rust/Corrosion</td>
<td>2.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lighting - Missing/Damaged/Inoperable Fixture</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lighting - Missing/Damaged/Inoperable Fixture (Cover Plates - Missing/Broken)</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office - Bulging/Buckling</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office - Floor Covering Damaged</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office - Missing Flooring/Tiles</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office - Peeling/Needs Paint</td>
<td>1.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office - Rot/Deteriorated Subfloor</td>
<td>2.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office - Water Stains/Water Damage/Mold/Mildew</td>
<td>2.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Cracked/Broken/Missing Panes</td>
<td>3.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Damaged Window Sil</td>
<td>4.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Deteriorated Cautions/Seats/Glazing Compound</td>
<td>5.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Inoperable/Not Lockable</td>
<td>5.0%</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Peeling/Needs Paint</td>
<td>5.0%</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>Windows - Security Bars Prevent Egress</td>
<td>5.0%</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>Area: Common Area</td>
<td>5.0% Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td>Windows - Inoperable/Not Lockable</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Security Bars Prevent Egress</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Other Community Spaces</td>
<td>Ceiling - Cracking/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Ceiling - Holes/Missing Tiles/Panel/Cracks</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Ceiling - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged Frames/Threshold/Unlotted/Trim</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged Hardware/Locks</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged Surface (Holes/Paint/Rusting)</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged/Missing Screen/Storm/Security Door</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Deteriorated/Missing Seals (Entry Only)</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Missing Door</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Burnt Breakers</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Frayed Wiring</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Missing Breakers</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Missing Covers</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Butting/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Floor Covering Damaged</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Missing Flooring/Tiles</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Roof/Deteriorated Subfloor</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>HVAC - Misaligned Chimney/Ventilation System</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>HVAC - Inoperable</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>HVAC - Noisy/Vibrating/Leaking</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>HVAC - Convection/Radiant Heat System Covers Missing/Damaged</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>HVAC - General Rust/Corrosion</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Lighting - Missing/Non-Deterioraled Fixtures</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Smoke Detector - Missing/Inoperable</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Stairs - Broken/Hand Railing</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Stairs - Broken/Damaged/Missing Steps</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Butting/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Damaged</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Damaged/Deteriorated Trim</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Cracked/Broken/Missing Panes</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Damaged Window Sill</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Inoperable/Not Lockable</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Security Bars Prevent Egress</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Patio/Porch/Balcony</td>
<td>Balustrade/Side Railings - Damaged</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Ceiling - Butting/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Ceiling - Holes/Missing Tiles/Panel/Cracks</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Ceiling - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Ceiling - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged Frames/Threshold/Unlotted/Trim</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged Hardware/Locks</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged Surface (Holes/Paint/Rusting)</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Damaged/Missing Screen/Storm/Security Door</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Deteriorated/Missing Seals (Entry Only)</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Doors - Missing Door</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Blocked Access to Electrical Panel</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Burnt Breakers</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Evidence of Leaks/Corrosion</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Frayed Wiring</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Missing Breakers</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Electrical - Missing Covers</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Butting/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Floor Covering Damaged</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Missing Flooring/Tiles</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Roof/Deteriorated Subfloor</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Floors - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Lighting - Missing/Non-Deterioraled Fixtures</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Stairs - Broken/Hand Railing</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Stairs - Broken/Damaged/Missing Steps</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Butting/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Damaged</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Damaged/Deteriorated Trim</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Cracked/Broken/Missing Panes</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Windows - Damaged Window Sill</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Missing/Deteriorated Caulking/Seals/Insulation Compound</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Inoperable/Not Lockable</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>5.0%</td>
<td>Windows - Security Bars Prevent Egress</td>
<td>6</td>
<td>X</td>
</tr>
</tbody>
</table>

Fencing - Damaged/Not Intact
5 | X

Footing - Not Operational
2 | X

Restrooms/Pool Structures
5.0% | Call for Aid - Inoperable | 3 | X | X | NLT |
5.0% | Ceiling - Bulging/Buckling | 1 | X |
5.0% | Ceiling - Holes/Missing Tiles/Panels/Cracks | 4 | X | X |
5.0% | Ceiling - Peeling/Needs Paint | 1 | X | X |
5.0% | Ceiling - Water Stains/Water Damage/Mold/Mildew | 2 | X | X | NLT |
5.0% | Doors - Damaged Frames/Thresholds/Trim | 2 | X | X | NLT |
5.0% | Doors - Damaged Hardware/Locks | 3 | X | X |
5.0% | Doors - Damaged Surface (Holes/Paint/Rusting) | 3 | X | X |
5.0% | Doors - Damaged/Missing Screen/Storm/Security Door | 3 | X | X | NLT |
5.0% | Doors - Deteriorated/Missing Seals (Entry Only) | 4 | X |
5.0% | Doors - Missing Door | 6 | X | X |
5.0% | Electrical - Blocked Access to Electrical Panel | 3 | X | X | NLT |
5.0% | Electrical - Burnt Breakers | 4 | X | NLT |
5.0% | Electrical - Evidence of Leaks/Corrosion | 5 | X | NLT |
5.0% | Electrical - Frayed Wiring | 5 | X |
5.0% | Electrical - Missing Breakers | 5 | X | LT |
5.0% | Electrical - Missing Covers | 5 | X | LT |
5.0% | Floors - Bulging/Buckling | 4 | X |
5.0% | Floors - Floor Covering Damaged | 4 | X | X |
5.0% | Floors - Missing Flooring/Tiles | 4 | X | X |
5.0% | Floors - Peeling/Needs Paint | 1 | X | X |
5.0% | Floors - Rod/Deteriorated Subfloor | 4 | X | X |
5.0% | Floors - Water Stains/Water Damage/Mold/Mildew | 2 | X | X |
5.0% | GFI - Inoperable | 5 | X | X | NLT |
5.0% | HVAC - Malfunction/Inefficient System | 5 | X | LT |
5.0% | HVAC - Inoperable | 5 | X | NLT |
5.0% | HVAC - Noisy/Vibrating/Leaking | 4 | X |
5.0% | HVAC - Convection/Conduit Heat System Covers Missing/Damaged | 2 | X | X |
5.0% | HVAC - General Rust/Corrosion | 2 | X | X |
5.0% | Lavatory Sink - Damaged/Missing | 3 | X | X | NLT |
5.0% | Lighting - Missing/Damaged/Inoperable Fixture | 4 | X |
5.0% | Outlets/Outlets/Cover Plates - Missing/Broken | 3 | X | X | LT |
5.0% | Plumbing - Clogged Drains | 5 | X | X | NLT |
5.0% | Plumbing - Leaking Faucets/Pipes | 4 | X | X | NLT |
5.0% | Restroom Cabinet - Damaged/missing | 2 | X |
5.0% | Smoke Detector - Missing/Inoperable | 5 | X | LT |
5.0% | Shower/Tub - Damaged/missing | 4 | X | X |
5.0% | Stairs - Broken/missing Hand Rail | 3 | X | X | NLT |
5.0% | Stairs - Broken/Damaged/Missing Steps | 3 | X | X |
5.0% | Ventilation/Exhaust System - Inoperable | 4 | X |
5.0% | Walls - Bulging/Buckling | 4 | X |
5.0% | Walls - Damaged | 3 | X | X |
5.0% | Walls - Damaged/Deteriorated Trim | 1 | X | X |
5.0% | Walls - Peeling/Needs Paint | 1 | X |
5.0% | Walls - Water Stains/Water Damage/Mold/Mildew | 2 | X | X |
5.0% | Water Close/Toilet - Damaged/Clogged/Missing | 5 | X |
5.0% | Windows - Cracked/Broken/Missing Panes | 2 | X | X | NLT |
5.0% | Windows - Damaged Window Sill | 4 | X | X |
5.0% | Windows - Missing/Deteriorated Caulking/Seals/Insulation Compound | 5 | X |
5.0% | Windows - Inoperable/Not Lockable | 3 | X | X | NLT |
5.0% | Windows - Peeling/Needs Paint | 1 | X |
5.0% | Windows - Security Bars Prevent Egress | 5 | X | LT |

Storage
5.0% | Ceiling - Bulging/Buckling | 4 | X |
5.0% | Ceiling - Holes/Missing Tiles/Panels/Cracks | 4 | X | X |
5.0% | Ceiling - Peeling/Needs Paint | 1 | X |
5.0% | Ceiling - Water Stains/Water Damage/Mold/Mildew | 2 | X | X |
5.0% | Doors - Damaged Frames/Thresholds/Trim | 2 | X | X | NLT |
5.0% | Doors - Damaged Hardware/Locks | 3 | X | X |
5.0% | Doors - Damaged Surface (Holes/Paint/Rusting) | 3 | X | X | NLT |
5.0% | Doors - Damaged/Missing Screen/Storm/Security Door | 3 | X | X | NLT |
5.0% | Doors - Deteriorated/Missing Seals (Entry Only) | 4 | X |
5.0% | Doors - Missing Door | 6 | X | X |
5.0% | Electrical - Blocked Access to Electrical Panel | 3 | X |
5.0% | Electrical - Burnt Breakers | 4 | X | NLT |
5.0% | Electrical - Evidence of Leaks/Corrosion | 5 | X | NLT |
5.0% | Electrical - Frayed Wiring | 5 | X |
5.0% | Electrical - Missing Breakers | 5 | X |
5.0% | Electrical - Missing Covers | 5 | X |
5.0% | Floors - Bulging/Buckling | 4 | X |
5.0% | Floors - Floor Covering Damaged | 4 | X | X |
5.0% | Floors - Missing Flooring/Tiles | 4 | X | X |
5.0% | Floors - Peeling/Needs Paint | 1 | X |
5.0% | Floors - Rod/Deteriorated Subfloor | 4 | X | X |
5.0% | Floors - Water Stains/Water Damage/Mold/Mildew | 2 | X | X |
5.0% | HVAC - Malfunction/Inefficient System | 5 | X | LT |
Appendix 1 - Item Weights and Criticality Levels
Area: Common Area

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Weight</th>
<th>Criticality</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC - Inoperative</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Noisy/Vibrating/Leaking</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - Convective/Radiant Heat System Covers Missing/Damaged</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>HVAC - General Rust/Corrosion</td>
<td>2</td>
<td>X X X</td>
</tr>
<tr>
<td>Lighting - Missing/Damaged/inoperable fixture</td>
<td>4</td>
<td>X X</td>
</tr>
<tr>
<td>Outlets/Switches/Cover Plates - Missing/Broken</td>
<td>3</td>
<td>X X LT</td>
</tr>
<tr>
<td>Smoke Detector - Missing/Inoperable</td>
<td>5</td>
<td>X X LT</td>
</tr>
<tr>
<td>Stairs - Broken/Missing Hand Railing</td>
<td>3</td>
<td>X NLT</td>
</tr>
<tr>
<td>Stairs - Broken/Damaged/Missing Steps</td>
<td>3</td>
<td>X NLT</td>
</tr>
<tr>
<td>Walls - Bulging/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Damaged</td>
<td>3</td>
<td>X X X</td>
</tr>
<tr>
<td>Walls - Damaged/Deteriorated Trim</td>
<td>1</td>
<td>X X X</td>
</tr>
<tr>
<td>Walls - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Walls - Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X X X</td>
</tr>
<tr>
<td>Windows - Cracked/Broken/Missing Panes</td>
<td>3</td>
<td>X X NLT</td>
</tr>
<tr>
<td>Windows - Damaged Window Sill</td>
<td>4</td>
<td>X X</td>
</tr>
<tr>
<td>Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>5</td>
<td>X X NLT</td>
</tr>
<tr>
<td>Windows - Inoperable/Not Lockable</td>
<td>3</td>
<td>X X NLT</td>
</tr>
<tr>
<td>Windows - Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Windows - Security Bars Prevent Egress</td>
<td>5</td>
<td>X LT</td>
</tr>
<tr>
<td>Trash Collection Areas</td>
<td>5.0%</td>
<td></td>
</tr>
<tr>
<td>Chutes - Damaged/Missing Components</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>PRED - 36&quot; Wide Interior Hallways</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Multi-story Building Hallways/Common Areas Less Than 36&quot; Wide</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>PRED - Accessible Outside Common Areas</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Routes Obstructed or Inaccessible to Wheelchair</td>
<td>5</td>
<td>X</td>
</tr>
</tbody>
</table>

Note 1) Nominal item weight assumes that all items for the Common Areas are present. Item weights would be adjusted accordingly when items are not applicable (N/A).

2) The Health & Safety item assumes the highest item weight for a particular inspection. Normally it is equal to 10%.

3) "X" in the level column indicates which levels are applicable.

4) Only level 3 is applied to H&S deficiencies.

5) In the H&S column, NLT is non-life threatening/H&S and LT (life threatening) is exigent/fire safety (calling for immediate attention or remedy).
### Appendix 1 - Item Weights and Criticality Levels

**Area: Unit**

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Nominal Item Weight</th>
<th>Observable Deficiency</th>
<th>Criticality</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bathroom</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.0%</td>
<td>Bathroom Cabinets - Damaged/Missing</td>
<td>2</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Lavatory Sink - Damaged/Missing</td>
<td>3</td>
<td>X X X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Plumbing - Clogged Drains</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Plumbing - Leaking Faucet/Pipes</td>
<td>4</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Shower/Tub - Damaged/Missing</td>
<td>4</td>
<td>X X X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Ventilation/Exhaust System - Inoperable</td>
<td>4</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Water Closet/Toilet - Damaged/Clogged/Missing</td>
<td>5</td>
<td>X X</td>
<td>NLT</td>
</tr>
<tr>
<td><strong>Call-for-Aid</strong></td>
<td>2.0%</td>
<td>Inoperable</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td><strong>Ceiling</strong></td>
<td>4.0%</td>
<td>Bulging/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>4.0%</td>
<td>Holes/Missing Tiles/ Panels/Cracks</td>
<td>4</td>
<td>X X</td>
<td>LT</td>
</tr>
<tr>
<td>4.0%</td>
<td>Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>4.0%</td>
<td>Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X X X</td>
<td>NLT</td>
</tr>
<tr>
<td><strong>Doors</strong></td>
<td>4.5%</td>
<td>Damaged Frames/Threshold/Unlents/Trim</td>
<td>2</td>
<td>X X</td>
</tr>
<tr>
<td>4.5%</td>
<td>Damaged Hardware/Locks</td>
<td>3</td>
<td>X X</td>
<td>LT</td>
</tr>
<tr>
<td>4.5%</td>
<td>Damaged Surface - Holes/Paint/Rust/Inoperable</td>
<td>3</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>4.5%</td>
<td>Damaged/Missing Screen/Storm/Security Door</td>
<td>3</td>
<td>X X</td>
<td>NLT</td>
</tr>
<tr>
<td>4.5%</td>
<td>Deteriorated/Missing Seats (Entry Only)</td>
<td>4</td>
<td></td>
<td>NLT</td>
</tr>
<tr>
<td>4.5%</td>
<td>Missing Door</td>
<td>5</td>
<td>X X</td>
<td>NLT</td>
</tr>
<tr>
<td><strong>Electrical System</strong></td>
<td>10.0%</td>
<td>Blocked Access to Electrical Panel</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>10.0%</td>
<td>Burnt Breakers</td>
<td>4</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>10.0%</td>
<td>Evidence of Leaks/Corrosion</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>10.0%</td>
<td>Frayed Wiring</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>10.0%</td>
<td>GFI - Inoperable</td>
<td>5</td>
<td>X</td>
<td>NT</td>
</tr>
<tr>
<td>10.0%</td>
<td>Missing Breakers/Fuses</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>10.0%</td>
<td>Missing Covers</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td><strong>Floors</strong></td>
<td>4.0%</td>
<td>Bulging/Buckling</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>4.0%</td>
<td>Floor Covering Damage</td>
<td>4</td>
<td>X X X</td>
<td>LT</td>
</tr>
<tr>
<td>4.0%</td>
<td>Missing Flooring Tiles</td>
<td>4</td>
<td>X X</td>
<td>LT</td>
</tr>
<tr>
<td>4.0%</td>
<td>Peeling/Needs Paint</td>
<td>1</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>4.0%</td>
<td>Rot/Deteriorated Subfloor</td>
<td>4</td>
<td>X X</td>
<td>LT</td>
</tr>
<tr>
<td>4.0%</td>
<td>Water Stains/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X X</td>
<td>LT</td>
</tr>
<tr>
<td><strong>Health &amp; Safety</strong></td>
<td>15.0%</td>
<td>Air Quality - Mold and/or Moldy Observed</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>15.0%</td>
<td>Air Quality - Sewer Odor Detected</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Air Quality - Propane/Natural Gas/Methane Gas Detected</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Electrical Hazards - Exposed Wires/Open Panels</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Electrical Hazards - Water Leaks near Electrical Equipment</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Emergency Fire Exits - Emergency/Exit Block/Unusable</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Emergency Fire Exits - Missing Exit Signs</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Flammable Materials - Improperly Stored</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Garbage and Debris - Indoors</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Garbage and Debris - Outdoors</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Hazards - Other</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Hazards - Sharp Edges</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Hazards - Tripping</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Infestation - Insects</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Infestation - Rats/Mice/Vermin</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td><strong>Hot Water Heater</strong></td>
<td>10.0%</td>
<td>Misaligned Chimney/Ventilation System</td>
<td>5</td>
<td>X</td>
</tr>
<tr>
<td>10.0%</td>
<td>Inoperable Unit/Components</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>10.0%</td>
<td>Leaking Valves/Tanks/Pipes</td>
<td>4</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>10.0%</td>
<td>Pressure Relief Valve Missing</td>
<td>5</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>10.0%</td>
<td>Rust/Corrosion</td>
<td>3</td>
<td>X X X</td>
<td>NLT</td>
</tr>
<tr>
<td><strong>HVAC System</strong></td>
<td>15.0%</td>
<td>Convection/Radiant Heat System Covers Missing/Damaged</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>15.0%</td>
<td>Misaligned Chimney/Ventilation System</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Inoperable</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Noisy/Vibrating/Leaking</td>
<td>4</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Rust/Corrosion</td>
<td>2</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td><strong>Kitchen</strong></td>
<td>15.0%</td>
<td>Cabinets - Missing/Damaged</td>
<td>2</td>
<td>X X X</td>
</tr>
<tr>
<td>15.0%</td>
<td>Countertops - Missing/Damaged</td>
<td>2</td>
<td>X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Dishwasher/Garbage Disposal - Inoperable</td>
<td>2</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Plumbing - Clogged Drains</td>
<td>4</td>
<td>X X X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Plumbing - Leaking Faucet/Pipes</td>
<td>3</td>
<td>X X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Range Hood/Exhaust Fans - Excessive Grease/Inoperable</td>
<td>3</td>
<td>X X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Range/Stove - Missing/Damaged/Inoperable</td>
<td>3</td>
<td>X X X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Refrigerator-Missing/Damaged/Inoperable</td>
<td>3</td>
<td>X X X</td>
<td>NLT</td>
</tr>
<tr>
<td>15.0%</td>
<td>Sink - Damaged/Damaged</td>
<td>3</td>
<td>X X</td>
<td>NLT</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>2.0%</td>
<td>Missing/Inoperable Fixture</td>
<td>4</td>
<td>X X X</td>
</tr>
<tr>
<td><strong>Outlets/Switches</strong></td>
<td>4.0%</td>
<td>Missing</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>4.0%</td>
<td>Missing/Broken Cover Plates</td>
<td>3</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td><strong>Patio/Perch/Balcony</strong></td>
<td>2.0%</td>
<td>Block/Barrie Railings Damaged</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>0.0%</td>
<td>Smoke Detector</td>
<td>5</td>
<td>X</td>
<td>LT</td>
</tr>
<tr>
<td>0.0%</td>
<td>Stairs</td>
<td>3</td>
<td>X</td>
<td>NLT</td>
</tr>
</tbody>
</table>
Appendix 1 - Item Weights and Criticality Levels

<table>
<thead>
<tr>
<th>Area: Unit</th>
<th>2.0%</th>
<th>4.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged/Deteriorated Trim</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>4.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Stain/Water Damage/Mold/Mildew</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Windows</td>
<td>4.5%</td>
<td>5%</td>
</tr>
<tr>
<td>4.5%</td>
<td>Cracked/Broken/Missing Panes</td>
<td>3</td>
</tr>
<tr>
<td>4.5%</td>
<td>Damaged Window Sill</td>
<td>4</td>
</tr>
<tr>
<td>4.5%</td>
<td>Missing/Deteriorated Caulking/Seals/Glazing Compound</td>
<td>5</td>
</tr>
<tr>
<td>4.5%</td>
<td>Inoperable/Not Lockable</td>
<td>3</td>
</tr>
<tr>
<td>4.5%</td>
<td>Peeling/Needs Paint</td>
<td>1</td>
</tr>
<tr>
<td>4.5%</td>
<td>Security Bars Prevent Egress</td>
<td>5</td>
</tr>
<tr>
<td>Laundry Area (Room)</td>
<td>2.0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Dryer Vent - Missing/Damaged/Inoperable</td>
<td>3</td>
</tr>
</tbody>
</table>

Note 1: Nominal item weight assumes that all items for the units are present. Item weights would be adjusted accordingly when items are not applicable (N/A).
2) The Health & Safety item assumes the highest item weight for a particular inspection. Nominally it is equal to 15%.
3) "X" in the level column indicates which levels are applicable.
4) Only level 3 is applied to N&S deficiencies.
5) In the N&S column, N.T is non-life threatening; N.S is life threatening (call for immediate attention or remedy).

BILLING CODE 4210–33–C

Appendix 2—Dictionary of Deficiency Definitions

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. Swimming Pool Fences are covered under Common Areas—Pools and Related Structures.

This inspectable item can have the following deficiencies:
- Damaged/Falling/Leaning
- Holes
- Missing Sections

Damaged/Falling/Leaning (Fencing and Gates)

Deficiency: A fence as a gate is rusted, deteriorated, or uprooted which may threaten security, health, or safety.

Note: Gates for swimming pools fences are covered in another section, “Common Areas—Pools and Related Structures”.

Level of Deficiency: Deficiencies in exterior fences, security fences, and gates are a higher level than interior fences and gates.

Level 1: N/A

Level 2: An exterior fence or gate is so damaged that it does not function as it should.

Level 3: An exterior fence, security fence, or gate is missing a section, which could threaten safety or security.

Level 4: An exterior fence, security fence, or gate is no longer there.

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-

-OR-
Detention/retention basins are covered in retention basins or ponding on paved area; depression or on ground where ponding was not intended.

**Note:**
1. This does not include detention/retention basins or ponding on paved area; such as parking lots.
   - Detention/retention basins are covered in “Site—Storm Drainage”.
   - Ponding on paved areas is covered in “Parking Lots/Driveways/Roads”.

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:** An accumulation of water (3–5 inches deep) affects the use of a section of the grounds, but the grounds are generally usable.

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

- **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)**

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.

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

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

**Ponding/Site Drainage (Grounds)**

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 area; such as parking lots.
   - Detention/retention basins are covered in “Site—Storm Drainage”.
   - Ponding on paved areas is covered in “Parking Lots/Driveways/Roads”.

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:** An accumulation of water (3–5 inches deep) affects the use of a section of the grounds, but the grounds are generally usable.

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

- **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)**

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

**Note:**
- Do not include cracks on walkways/steps. For this to be a level 2 deficiency, 5% of the parking lots must be impacted—50 out of 1,000 square feet, for example.
- Relief joints are there by design; do not consider them cracks.
- When observing traffic ability, consider the capacity to support people on foot, in wheelchairs, and using walkers—and the potential for problems and hazards.

3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the parking spaces.

4. For parking lots only, note a deficiency if you see cracks on more than 5% of the parking spaces.

5. For driveways/roads, note a deficiency if you see cracks on more than 5% of the parking spaces.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Cracks greater than 3⁄4 inch, hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property’s parking lots/driveways/roads.

**Level 3:** N/A

**Comments**

**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 as “Health and Safety: Hazards.”

**Storm Drainage**

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 a clear evidence that the ponding is a persistent or long-standing problem.

2. For parking lots only, note a deficiency if you see ponding on more than 5% of the parking spaces.

3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the parking spaces.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Less than 3 inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway; the parking lot/driveway is passable.

**Level 3:** Three inches of water—or more—has accumulated 5% or more of a parking lot/driveway unusable or unsafe.

**Potholes/Loose Material (Parking Lots/Driveways/Roads)**

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 a clear evidence that the ponding is a persistent or long-standing problem.

2. For parking lots only, note a deficiency if you see ponding on more than 5% of the parking spaces.

3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the parking spaces.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Less than 3 inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway; the parking lot/driveway is passable.

**Level 3:** Three inches of water—or more—has accumulated 5% or more of a parking lot/driveway unusable or unsafe.

**Comments**

**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 as “Health and Safety: Hazards.”

**Parking Lots/Driveways/Roads**

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 a clear evidence that the ponding is a persistent or long-standing problem.

2. For parking lots only, note a deficiency if you see ponding on more than 5% of the parking spaces.

3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the parking spaces.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Cracks greater than 3⁄4 inch, hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property’s parking lots/driveways/roads.

**Level 3:** N/A

**Comments**

**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 as “Health and Safety: Hazards.”

**Parking Lots/Driveways/Roads**

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 a clear evidence that the ponding is a persistent or long-standing problem.

2. For parking lots only, note a deficiency if you see ponding on more than 5% of the parking spaces.

3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the parking spaces.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Less than 3 inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway; the parking lot/driveway is passable.

**Level 3:** Three inches of water—or more—has accumulated 5% or more of a parking lot/driveway unusable or unsafe.

**Potholes/Loose Material (Parking Lots/Driveways/Roads)**

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 a clear evidence that the ponding is a persistent or long-standing problem.

2. For parking lots only, note a deficiency if you see ponding on more than 5% of the parking spaces.

3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the parking spaces.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Cracks greater than 3⁄4 inch, hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property’s parking lots/driveways/roads.

**Level 3:** N/A

**Comments**

**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 as “Health and Safety: Hazards.”

**Parking Lots/Driveways/Roads**

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 a clear evidence that the ponding is a persistent or long-standing problem.

2. For parking lots only, note a deficiency if you see ponding on more than 5% of the parking spaces.

3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the parking spaces.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Less than 3 inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway; the parking lot/driveway is passable.

**Level 3:** Three inches of water—or more—has accumulated 5% or more of a parking lot/driveway unusable or unsafe.
Note: If you see that water or ice has collected in the depression, record this under Ponding.

Level of Deficiency:  
Level 1: Cracks and deteriorated surface material give evidence of settlement/heaving.  
Level 2: N/A  
Level 3: Settlement/heaving has made a parking lot/driveway unusable/impassable or creates unsafe conditions for pedestrians and vehicles.

Comments
Level 3: If the excessively irregular surface could cause tripping or falling, you must manually record this deficiency as “Health and Safety: Hazards.”

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

Note: Do not evaluate equipment that the authority states has been withdrawn from service, except when safety is still a concern—sharp edges, dangerous leaning, etc. For example, if the authority 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—20–50%—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)  
Deficiency: You see damage to a play area cused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

Level of Deficiency:  
Level 1: N/A  
Level 2: 20–50% of the total surveyed play area surface shows deterioration.  
Level 3: More than 50% of the surveyed play area surface shows deterioration.

Comments
Level 3: If the play area surface could cause tripping or falling, you must manually record this deficiency as “Health and Safety: Hazards.”

Refuse Disposal (Site)  
Collection areas for trash/garbage common pick-up.

This inspectable item can have the following deficiencies:  
Broken/Damaged Enclosure-Inadequate Outside Storage Space

Broken/Damaged Enclosure-Inadequate Outside Storage Space (Refuse Disposal)  
Deficiency: The outdoor enclosed area used as a trash/refuse site is:  
—broken or damaged, including the walls  
—too small to property store refuse until disposal

Note: This does not include areas that are not designed as trash/refuse enclosures, such as curb pick-up. Address the condition of the slab under Parking Lots/Driveways/Roads.

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.

This inspectable item can have the following deficiencies:  
Damaged/Falling/Leaning  
Damaged/Falling/Leaning (Retaining Walls)  
Deficiency: A retaining wall structure is deteriorated, damaged, falling, or leaning.

Level of Deficiency:  
Level 1: N/A  
Level 2: A retaining wall shows some signs of deterioration, but it still functions as it should, and it is not a safety risk.  
Level 3: A retaining wall is damaged and does not function as it should or is a safety risk.

Strom 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.

This inspectable item can have the following deficiencies:  
Damaged/Obstructed  
Damaged/Obstructed (Storm Drainage)  
Deficiency: If the storm drains are structurally unsound, are blocked 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 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)  
Deficiency: The hand rail is damaged or missing.

Level of Deficiency:  
Level 1: N/A  
Level 2: N/A  
Level 3: The hand rail for four or more stairs is missing, damaged, loose, or otherwise unusable.

Cracks/Settlement/Heaving (Walkways/Steps)  
Deficiency:  
—visible faults in the pavement: longitudinal, lateral, alligator, etc.  
—OR—  
—pavement that sinks or rises because of the failure of subbase 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—50 out of 1,000 square feet, for example.  
3. Relief joints are there by design; do not consider them cracks.  
4. When observing traffic ability, consider the capacity to support pedestrians, wheelchair, and people using walkers.

Level of Deficiency:  
Level 1: N/A  
Level 2: Cracks greater than ¼”, hinging/titling, or missing section(s) that affect traffic ability over more than 5% of the property’s walkways/steps.  
Level 3: N/A

Comments
Level 2: If the walkways or steps could cause tripping or falling, you must manually record this deficiency as “Health and Safety: Hazards.”

Spalling (Walkways/Steps)  
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 (50 square feet out of 1,000 square feet, for example).

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 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
• 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/Rusting/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Deteriorated/Missing Caulking-Seals
- Missing Door

Damaged Frames/Threshold/Lintels/Trim (Doors)

Deficiency: You see a frame, header, jam, 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 “Doors-Damage Hardware/Locks”.

Level of Deficiency:
- Level 1: N/A
- Level 2: At least one door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.
- Level 3: At least one entry door or fire/emergency door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.

Comments
Level 3: If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

Damaged Hardware/Locks (Doors)

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 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.

Comments
Level 3: If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

Damaged Surface (Holes/Paint/Rusting/Glass) (Doors)

Deficiency: You see damage to the door surface that:
- may affect either the surface protection or the strength of the door.
- may compromise building security.

This includes holes, peeling/cracking/no paint, broken glass, and significant rust.

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.

-OR-
One entry door or fire/emergency door has a hole or holes with a diameter ranging from ⅛ inch to 1 inch.

Damaged/Missing Screen/Storm/Security Door (Doors)

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

Level of Deficiency:
- Level 1: N/A
- Level 2: At least one screen door or storm door is damaged or is missing screens or glass—shown by an empty frame or frames.
- 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)

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 one entry door, or they are so damaged that they do not function as they should.

Missing Door (Doors)

Deficiency: A door is missing.

Level of Deficiency:
- Level 1: N/A
- Level 2: N/A
- Level 3: A single missing building exterior door is a Level 3 deficiency.

Comments
Level 3: If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

FHEO—32” Wide Main Entrance (Building Exterior)

Main Entrance Less Than 32” Wide (FHEO—32” Wide Main Entrance)

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.

FHEO—Accessibility to Main Floor Entrance (Building Exterior)

Obstructed or Missing Accessibility Route (FHEO—Accessibility to Main Floor Entrance)

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 & 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.

Blocked Egress/Ladders (Fire Escapes)

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 or block people from exiting.

Visibly Missing Components (Fire Escapes)

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—one section of a ladder or a railing, for example—are 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 (Foundations)

**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.

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Cracks that are visible but do not penetrate the wall.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Cracks that are visible and penetrate the wall.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Cracks that are visible and penetrate the wall, potentially exposing underlying reinforcing material (rebar).</td>
</tr>
</tbody>
</table>

- **OR-**

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

- **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.

#### Comments

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

### Spalling/Exposed Rebar (Foundations)

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

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Spalling or spalled areas that are less than 3 inches long.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Spalling or spalled areas that are 3 to 8 inches long.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Spalling or spalled areas that are more than 8 inches long.</td>
</tr>
</tbody>
</table>

- **OR-**

You see obvious, large spalled area(s) affecting 10–50% of any foundation wall.

- **OR-**

You see obvious, significant spalled area(s) affecting 50% or more of any foundation wall.

#### Comments

**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.

**Note:** This does not include site lighting.

**This inspeccable items can have the following deficiency:**

- **Broken Fixtures/Bulbs**

#### Broken Fixtures/Bulbs (Lighting)

**Deficiency:** This 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.

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Fixtures that are visible but do not present a safety hazard.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Fixtures that are visible and potentially present a safety hazard.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Fixtures that are visible and present a safety hazard.</td>
</tr>
</tbody>
</table>

- **OR-**

The condition constitutes an obvious safety hazard.

#### Comments

**Level 3:** If the condition is a health and safety concern, you must record it manually in “Health and Safety Hazards: Electrical Hazards.”

### Roof System (Building Exterior)

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

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Drainage system is not damaged or clogged.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Drainage system is damaged or clogged, but the drainage system still functions and you see no evidence of ponding.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Drainage system is so damaged or clogged that the drain no longer functions—such as shown by ponding.</td>
</tr>
</tbody>
</table>

- **OR-**

The drain is damaged or partially clogged with debris, but the drain system still functions and you see no evidence of ponding.

**Note:**

1. This does not include gutters and downspouts. For these, see “Building Exterior—Roofs—Missing Components from Downspout/Gutter”.

2. If there has been measurable precipitation (>1 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.

### Damaged/Clogged Drains (Roofs)

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

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Drainage system is not damaged or clogged.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Drainage system is damaged or clogged, but the drainage system still functions and you see no evidence of ponding.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Drainage system is so damaged or clogged that the drain no longer functions—such as shown by ponding.</td>
</tr>
</tbody>
</table>

- **OR-**

The drain is damaged or partially clogged with debris, but the drain system still functions and you see no evidence of ponding.

- **OR-**

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

#### Comments

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

### Damaged Soffits/Fascia (Roofs)

#### Deficiency: You see damage to soffits or fascia, but no obvious opportunities for water penetration.

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Soffits or fascia that are visible but do not present an obvious risk to promote further roof damage.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Soffits or fascia that are visibly damaged, but do not present an obvious risk to promote further roof damage.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Soffits or fascia that are visibly damaged, but do not present an obvious risk to promote further roof damage.</td>
</tr>
</tbody>
</table>

- **OR-**

The vent is visibly damaged, but do not present an obvious risk to promote further roof damage.

#### Comments

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

### Missing/Damaged Components From Downspout/Gutter (Roofs)

#### Deficiency: You see clogged or damaged components from downspouts or gutters, including punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen, and similar materials are all subject to tears and punctures.

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Components are missing or damaged.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Components are visibly damaged, but do not present an obvious risk to promote further roof damage.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Components are visibly damaged, but do not present an obvious risk to promote further roof damage.</td>
</tr>
</tbody>
</table>

- **OR-**

You see obvious, significant, clogged or damaged components from downspouts or gutters.

#### Comments

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

### Damaged Vents (Roofs)

#### 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 other.

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

- Exhaust fans are covered under “Building Systems—Exhaust.”

- Soffit vents are covered under “Roof System—Damaged Soffits/Fascia.”

#### Level of Deficiency

| Level 1: N/A        | Vents are visibly damaged, but do not present an obvious risk to promote further roof damage. |
| Level 2:            | Vents are visibly damaged, but do not present an obvious risk to promote further roof damage. |
| Level 3:            | Vents are visibly damaged, but do not present an obvious risk to promote further roof damage. |

- **OR-**

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

### Damaged/Torn Membrane/Missing Ballast (Roofs)

#### Deficiency: In the membrane or flashing, you see 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.

<table>
<thead>
<tr>
<th>Level of Deficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: N/A</td>
<td>Membrane or flashing is visibly damaged, but do not present an obvious risk to promote further roof damage.</td>
</tr>
<tr>
<td>Level 2:</td>
<td>Membrane or flashing is visibly damaged, but do not present an obvious risk to promote further roof damage.</td>
</tr>
<tr>
<td>Level 3:</td>
<td>Membrane or flashing is visibly damaged, but do not present an obvious risk to promote further roof damage.</td>
</tr>
</tbody>
</table>

- **OR-**

You see obvious, significant, clogged or damaged components from downspouts or gutters.

#### Comments

**Level 3:** If you have any doubt about the severity of the condition, an inspection by a roofing specialist is recommended.
Missing/Damaged Shingles (Roofs)

**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 one square material or shingles is missing from roof areas you survey.
- **Level 2:** One to two squares of surface material or shingles are missing from surveyed roof areas.
- **Level 3:** More than two squares of shingles are missing from surveyed roofing areas.

**Comments**
- **Level 3:** If you have any doubt about the severity of the condition, request an inspection by a roofing specialist.

Ponding (Roofs)

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

**Note:** If there has been measurable precipitation (\(\frac{3}{4}\) 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 of 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.

**Comments**
- **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 Pieces/Holes/Spalling**
- **Missing/Damaged Caulking/Mortar**
- **Stained/Peeling/Needs Paint**

Cracks/Gaps (Walls)

**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 one of the two.

**Level of Deficiency:**
- **Level 1:** N/A
- **Level 2:** You see a crack that is more than \(\frac{1}{4}\) inch deep by 6 inches long.
  - **OR:** You observe that more than 50% of a single building exterior wall is affected.
- **Level 3:** You see a crack that is more than \(\frac{1}{2}\) inch wide or deep and 6 inches long, possibly a sign of a serious structural problem.
  - **OR:** You see a crack that is the full depth of the wall, providing opportunity for water penetration.
  - **OR:** You see sections of the wall that are broken apart.

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

Damaged Chimneys (Walls)

**Deficiency:** The chimney, including the part that extends above the roof line, has separated from the wall or has cracks, spalling, missing pieces, or broken sections.

**Level of Deficiency:**
- **Level 1:** N/A
- **Level 2:** The surface of the chimney shows a crack/gap in the exterior walls.
- **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.

**Comments**
- **Level 3:** If the conditions is a health and safety concern, you must record it manually as "Health and Safety Hazards."

Missing Pieces/Holes/Spalling (Walls)

**Deficiency:** You see deterioration of the exterior wall surface, including missing pieces, holes, or spalling. This may also be attributed to:
- materials that are rotted
  - **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—a single brick or section of siding, for example—or a hole larger than \(\frac{1}{2}\) inch in diameter.

**OR:** You see deterioration that affects an area up to 8\(\frac{1}{2}\) inches by 11 inches.

**Level 3:** You see deterioration that exposes any reinforcing material (re-bar).

**OR:** You see more than one missing piece—a few bricks or a section of siding, for example—or holes that affect an area larger than 8\(\frac{1}{2}\) inches by 11 inches.

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

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

Missing/Damaged Caulking/Mortar (Walls)

**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 one contiguous masonry unit.
  - **OR:** You see deteriorated caulking in an area longer than 12 inches.
- **Level 3:** N/A

Stained/Peeling/Needs Paint (Walls)

**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.

**Note:** This does not include windows that have defects noted from inspection from inside the unit.

This inspectable item can have the following deficiencies:
- **Broken/Missing/Cracked Panes**
- **Damaged/Missing Screens**
- **Damaged Sills/Frames/Lintels/Trim**
- **Missing/Deteriorated Caulking/Seals/ Glazing Compound**
- **Peeling/Needs paint**
- **Security Bars Prevent Egress**

Broken/Missing/Cracked Panes (Windows)

**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)

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

**Level of Deficiency:**
- **Level 1:** Three or more screens in one building are punctured, torn, otherwise damaged, or missing.
- **Level 2:** N/A
- **Level 3:** N/A
Damaged Sills/Frames/Lintels/Trim (Windows)

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))

Deficiency: The caulking 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 two 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: N/A
Level 2: Most of the window shows missing or deteriorated caulk or glazing compound, but there is no evidence of damage to the window or surrounding structure.
Level 3: There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure.

Peeling/Needs Paint (Windows)

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

Note: This does not include windows that are 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

Security Bars Prevent Egress (Windows)

Deficiency: Exiting (egress) is severely limited or impossible, because security bars are damaged or improperly constructed or installed.

Note: This does not include windows that are not intended for exiting.

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

Building Systems Inspectable Items

Items to inspect for “Building Systems” are as follows:
- Domestic Water
- Electrical System
- Elevators
- Emergency Power
- Exhaust System
- Fire Protection
- HVAC
- 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, and 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:
- Leaking Central Water Supply
- Misaligned/Damaged Ventilation System
- Missing Pressure Relief Valve
- Rust/Corrosion on Heater Chimney
- Water Supply Inoperable

Leaking Central Water Supply (Domestic Water)

Deficiency: You see water leaking from any water system component, including valve flanges, stems, bodies, hose bids, 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.

Comments:
Level 4: If leading water is a health and safety concern (i.e., is leaking on or near electrical equipment), you must record it manually in “Health and Safety Electrical Hazards.”

Misaligned Chimney/Ventilation System (Domestic Water)

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

Comments
Level 3: If the condition is a Health and Safety concern, you must record it manually as “Health and Safety: Flammable Materials.”

Burnt Breakers (Electrical System)
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)
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)
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.
Comments
Level 3: If the condition is a Health and Safety concern, you must record it manually as “Health and Safety: Electrical Hazards.”

Missing Breakers/Fuses (Electrical System)
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)
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 authority 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 systems for moving personnel, equipment, materials, household goods, etc.
This inspectable item can have the following deficiency:
Not Operable
Not Operable (Elevators)
Deficiency:
— The elevator will not ascend or descend.
— The elevator door will not open or close.
— The elevator door opens when the cab is not there.
Note: Some elevators are designed/programmed for special applications—stopping at every floor, for example. 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.
— 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)
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)
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.

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.
This inspectable item can have the following deficiencies:
Roof Exhaust Fans Inoperable
Roof Exhaust Fans Inoperable (Exhaust System)
Deficiency: The ventilation system to exhaust kitchen or bathroom air does not function.
Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The roof exhaust fan unit does not function.

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)
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)
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 authority 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 one fire control system, 5% or less of the fire extinguishers are missing, damaged, or expired.
Level 2: For all buildings, 5–10% 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 ability to heat or cool the air within the building. Includes equipment such as boilers, burners, furnaces, fuel supply, hot water and steam distribution, 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 Leaks
- Fuel Supply Leaks
- Misaligned Chimney/Ventilation System

General Rust/Corrosion (HVAC)

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

Fuel Supply Leaks (HVAC)

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.

Misaligned Chimney/Ventilation System (HVAC)

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 a misalignment of an exhaust system on a gas-fired or oil-fired unit that cause improper or dangerous venting of gases.

General Rust/Corrosion (HVAC)

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.

Comments
Level 3: If the condition is a health and safety concern, you must record it as “Health and Safety: Hazards.”

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 drains. Consists of floor drains and traps, collection sumps, sewage ejectors, sewage pumps, and collection piping, fittings, valves, and supports.

Note: This does not include site storm drainage. Refer to Site—Storm Drainage.

This inspectable item can have the following deficiencies:
- Broken/Leaking/Clogged Pipes or Drains
- Missing Drain/Cleanout/Manhole Covers

Broken/Leaking/Clogged Pipes or Drains

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

Deficiency: You see that a protective cover is missing.
Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: A protective cover is missing.

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

Common Areas Inspectable Items

Items to inspect for “Common Areas” are as follows:
- Basement/Garage/Carport
- Restrooms
- Pool Structures
- Balconies/Patios
- Laundry Room
- Lobby
- Storage
- Office
- Kitchen
- Hallways/Corridors/Stairs
- Social Area
- Kitchen
- Entry Area

Closet/Utility/Mechanical (Common Areas)

An enclosed room or closet housing machines and/or equipment that service the building.

Community Room (Common Areas)

Meeting place used by members of a community for social, cultural, or recreational purposes.

Day Care (Common Area)

Place that provides daytime supervision, training, and medical services for preschool children or for the elderly.

Halls/Corridors/Stairs (Common Areas)

Passageway in a building, which organizes its rooms, apartments and staircases.

Kitchen (Common Areas)

A place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.

Laundry Room (Common Areas)

Place where soiled clothes and linens are washed and/or dried.

Lobby (Common Areas)

A foyer, hall, or waiting room at or near the entrance of a building.

Other Community Spaces (Common Areas)

Patio/Porch/Balcony (Common Areas)

Covered entrance to a building, usually with a separate roof or a recreation area that adjoins common areas.

Pools and Related Structures (Common Areas)

Swimming pools and related structures including fencing, etc.

Restrooms/Pool Structures (Common Areas)

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 (Common Areas)

A room in which items are kept for future use.

Trash Collection Areas (Common Areas)

Collection areas for trash/garbage common pick-up.

Outlets/Switches/Cover Plates (Common Areas)

The receptacle connected to a power supply or method to control the flow of electricity. Includes two & three prong outlets, ground fault interrupters, pull cords, two & three pole switches, and dinner switches.

Smoke Detector (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.
Call-for-Aid (Common Areas)
System to summon help. May be visual, audible, or both. May be activated manually or automatically when pre-programmed conditions are met.
This inspectable item can have the following deficiency:
Inoperable

Call-for-Aid—Inoperable (Common Areas)
Deficiency: The system does not function as it should.
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
Peeling/Needs Paint
Water Stains/Water Damage/Mold/Mildew

Ceiling—Bulging/Buckling (Common Areas)
Deficiency: A ceiling 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.

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

Ceiling—Holes/Missing Tiles/Panels/Cracks (Common Areas)
Deficiency:—The ceiling surface has punctures that may or may not penetrate completely.
—Panels or tiles are missing or damaged.
Level of Deficiency:
Level 1: You see evidence of hole(s) that are not larger than a sheet of paper—8 1/2 inches by 11 inches.
—OR—
No hole penetrates the area above.
—OR—
You see that no more than 3 tiles or panels are missing.
Level 2: You see a hole that is larger than a sheet of paper—8 1/2 inches by 11 inches—but it does not penetrate the area above. (You cannot see through it.)
—OR—
You see that no more than 3 tiles or panels are missing.
—OR—
You see a crack more than ½ inch wide and 11 inches long.
Level 3: You see a hole that penetrates the area above; you can see through it.
Comments
Level 3: If a hole is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

Ceiling—Peeling/Needs Paint (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 peeling paint on 1–4 ceilings in common areas.
Level 2: You see more than 4 ceilings in common areas that have peeling paint or need paint.
Level 3: N/A

Ceiling—Water Stains/Water Damage/Mold/Mildew (Common Areas)
Deficiency: You see evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure.
Level of Deficiency:
Level 1: On one ceiling, you see evidence of a leak, mold, or mildew—such as a darkened area—over a small area (more than 1 square foot but less than 4 square feet). You estimate that less than 10% of the ceiling surface area is affected. You may or may not see water.
Level 2: On one ceiling, you see evidence of a leak, mold, or mildew—such as a darkened area—over a large area (more than 4 square feet). You may or may not see water.
—OR—
You estimate that 10–50% of the ceiling area has Level 1 damage.
Level 3: On one ceiling, you estimate that a large portion—50% of its surface—has been substantially saturated or damaged by water, mold, or mildew. You see cracks, moist areas, mold, or mildew. The ceiling surface may have failed.
—OR—
You estimate that more than 50% of the ceiling area shows Level 1 damage from stains, mold, or mildew.
Comments
Level 3: If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

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:
Damage Frames/Threshold/Lintels/Trim
Damaged Hardware/Locks
Damaged/Missing Screen/Storm/Security Door
Damaged Surface—Holes/Paint/Rusting/Glass
Deteriorated/Missing Seals (Entry Door—Missing Door

Doors—Damage Frames/Threshold/Lintels/Trim (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 “Doors—Damage Hardware/Locks.”
Level of Deficiency:

Doors—Damaged Hardware/Locks (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 504/FH/ADA. 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.

Doors—Damaged/Missing Screen/Storm/Security Door (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 it observed not to be there.)
Doors—Damaged Surface—Holes/Paint/Rusting/Glass (Common Areas)

**Deficiency:** You see damage to the door surface that:
- may affect either the surface protection or the strength of the door
- may compromise building security

This includes holes, peeling/cracking/no paint, broken glass, and significant rust.

**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.

**Comments**
- Level 3: If the condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

Doors—Deteriorated/Missing Seals (Entry Only) (Common Areas)

**Deficiency:** The seals and stripping around the entry doors(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 one entry door, or they are so damaged that they do not function as they should.

Doors—Missing Door (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.

**Comments**
- Level 3: If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

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

**Electrical—Blocked Access to Electrical Panel (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.

Electrical—Burnt Breakers (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.

Electrical—Evidence of Leaks/Corrosion (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.

Electrical—Frayed Wiring (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 that are not 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.

**Comments**
- Level 3: If the condition is a health and safety concern, you must record it manually as “Health and Safety: Electrical Hazards.”

Electrical—Missing Breakers (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.

Electrical—Missing Covers (Common Area)

**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 authority 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—36” Wide Interior Hallways (Common Areas)

Multi-story Building Hallways/Common Areas Less Than 36” Wide (FHEO—36” Wide Interior Hallways) (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.

FHEO—Accessible Outside Common Areas (Common Areas)

**Routes Obstructed or Inaccessible to Wheelchair**

**Deficiency:** Verify that routes to all outside common areas are 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 route is obstructed or not accessible route.

Floors (Common Areas)

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

**This inspectable item can have the following deficiencies:**
- Bulging/Buckling
- Floor Covering Damaged
- Missing Flooring/Tiles
- Peeling/Needs Paint
- Rot/Deteriorated Subfloor
- Water Stains/Water Damage/Mold/Mildew
Floors—Bulging/Buckling (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.

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

Floors—Floor Covering Damaged (Common Areas)

**Deficiency:** You see damage to carpet tiles, wood, sheet vinyl, or other floor covering.

**Level of Deficiency:**
- Level 1: You estimate that only 5–10% of the 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 10–50% of the 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: For a single floor, you estimate that more than 50% of the floor covering is damaged.

**Comments**
- Level 3: Damage to the floor covering exposes the underlying material.
- Level 3: If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

Floors—Missing Flooring/Tiles (Common Areas)

**Deficiency:** You see that flooring—terrazo, hardwood, ceramic tile, or other flooring material—is missing.

**Level of Deficiency:**
- Level 1: For a single floor, you see small holes in areas of the floor surface. You estimate that 5–10% of the floors are affected, and there are no safety problems.
- Level 2: You estimate that 10–50% of the floors have small holes in areas of the floor surface, but there are no safety problems.
- Level 3: You estimate that more than 50% of the floors are affected by Level 1 holes/damage.

**Comments**
- Level 3: The condition causes a safety problem.
- Level 3: If you have just one concern that safety is compromised, classify the floor system as a Level 3 deficiency.

Floors—Peeling/Needs Paint (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

Floors—Rot/Deteriorated Subfloor (Common Areas)

**Deficiency:** The subfloor has decayed or is decaying.

**Level of Deficiency:**
- Level 1: N/A
- Level 2: You see small areas of rot—1–4 square feet.
- Level 3: You see large areas of rot—more than 4 square feet—and applying weight causes noticeable deflection.

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

Floors—Water Stains/Water Damage/Mold/ Mildew (Common Areas)

**Deficiency:** You see evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure.

**Level of Deficiency:**
- Level 1: N/A
- Level 2: You see evidence of water stain, mold, or mildew—such as a darkened area—over a small area of floor (1–4 square feet). You may or may not see water. You estimate that less than 10% of the floors are affected.
- Level 3: You estimate that a large portion of one or more floors—more than 4 square feet—has been substantially saturated or damaged by water, mold, or mildew. You see cracks, mold, and flaking, and the floor surface may have failed.

**Comments**
- Level 3: If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

HVAC—General Rust/Corrosion (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—such as a pilot or crevice.
- Level 3: Because of this condition, the equipment or piping do not function.

HVAC—Inoperable (Common Areas)

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

**Note:**
- If the HVAC system is not functioning because it is not the right season, do not record this as a deficiency.
- Statement may be validated by resident survey process.

**Level of Deficiency:**
- Level 1: N/A
- Level 2: N/A
- Level 3: The HVAC does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

**Comments**
- Level 3: If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

HVAC—Misaligned Chimney/Ventilation System (Common Areas)

**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 that may cause improper or dangerous venting of gases.

HVAC—Noisy/Vibrating/Leaking (Common Areas)

**Deficiency:** The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibrations, or leaks.

**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

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/Missing Hand Railing
- Broken/Damaged/Missing Steps
Stairs—Broken/Missing Hand Railing (Common Areas)

Deficiency: The hand-rail is damaged or missing.

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: A step is broken or missing.

Walls (Common Areas)

The enclosure of the unit and rooms.

Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, sheet-rock. Surface finish materials include paint, wall-coverings.

This inspectable item can have the following deficiencies:

Bulging/Buckling
Damaged/Deteriorated Trim
Damaged
Peeling/Needs Paint
Water Stains/Water Damage/Mold/Mildew

Walls—Bulging/Buckling (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: A step is broken or missing.

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

Walls—Damaged/Deteriorated Trim (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 504/FH/ADA buildings/units. For the buildings/units 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: N/A
Level 2: N/A
Level 3: A step is broken or missing.

Walls—Water Stains/Water Damage/Mold/Mildew (Common Areas)

Deficiency: Walls are not watertight. You see evidence of water infiltration, mold, or mildew—or damage caused by saturation or surface damage.

Level of Deficiency:
Level 1: You see evidence of a leak, mold, or mildew—such as a darkened area—over a small area (more than 1 square foot but less than 4 square feet). You may or may not see water.
Level 2: You see evidence of a leak, mold, or mildew—such as a darkened area—over a large area (more than 4 square feet). You probably see water.
Level 3: On one or more walls, you estimate that a large portion—50% of the surface—has been substantially saturated or damaged by water, mold, or mildew. You see cracks, moist areas, mold, or flaking. The wall surface may have failed.

Comments
Level 3: If the condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

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 Window Sill
Deteriorated/Missing Caulking/Seals
Inoperable/Not Lockable
Peeling/Needs Paint
Security Bars Prevent Egress

Windows—Cracked/Broken/Missing Panes (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.

Windows—Damaged Window Sill (Common Areas)

Deficiency: The sill—the horizontal part of the window that bears the upright portion of the frame—is damaged.

Note: When looking for damage to window sills, do not include scratches and cosmetic deficiencies.

Level of Deficiency:
Level 1: A sill is damaged, but still there. The inside of the surrounding wall is not exposed, and you see no impact on the operation or functioning of the window or its weather tightness.
Level 2: A sill is missing or damaged enough to expose the inside of the surrounding walls and compromise its weather tightness.
Level 3: N/A

Windows—Inoperable/Not Locable (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—a ground level window, for example—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, but cannot be secured. In the immediate area, there are no other windows that are functioning properly.

Windows—Missing/Deteriorated Caulking/Seals (Common Areas)

Deficiency: The caulking or seals that resist 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 two 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:
Windows—Peeling/Needs Paint (Common Areas)

**Deficiency:** Painting 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

Windows—Security Bars Prevent Egress (Common Areas)

**Deficiency:** Exiting by window is severely limited or impossible because security bars are damaged or improperly constructed or installed.

**Note:** This does not include windows that were not designed for exiting.

**Level of Deficiency:**
- Level 1: N/A
- Level 2: N/A
- Level 3: Security bars are not functioning as they should, limiting the ability to exit through the window and posing safety risks.

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 alternate lights that are triggered by either a sensor or a timer, ask the accompanying authority to verify that these conservation systems are in place.

**Level of Deficiency:**
- Level 1: N/A
- Level 2: 20%–50% of the permanent lighting fixtures are missing or damaged so 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 so they do not function. This results in inadequate lighting in the common area(s).

Outlets/Switches/Cover Plates—Missing/Broken (Common Areas)

**Deficiency:**
- The flush plate that covers the opening around a switch or outlet is damaged or missing.
- 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.

---

Smoke Detector—Missing/Inoperable (Common Areas)

**Deficiency:**
- A single smoke detector is missing.
- A smoke detector will not activate.
- A hardwired smoke detector is missing.

**Note:**
- If a smoke detector is there, it must function as it should.
- “Missing” means that evidence suggests that unauthorized personnel have removed a hardwired smoke detector that should be there.
- If 2 or more smoke detectors are on the same level in visible proximity, at least one 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.

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.

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.
- You 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: The U.S. Postal Service resident/unit mailbox cannot be locked.
- Level 3: The U.S. Postal Service resident/unit mailbox is missing.

Graffiti (Common Areas)

**Deficiency:** You see crude inscriptions or drawings scratched, painted, or sprayed on a building surface, retaining wall.

**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 one place.
- Level 2: You see graffiti in 2–5 places.
- Level 3: You see graffiti in 6 or more places.

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—not a sanitary surface to prepare food.
- Level 3: N/A

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 10–50% 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.

Dishwasher/Garbage Disposal—Inoperable (Common Areas)

**Deficiency:** A dishwasher or garbage disposal, if provided, does not function as it should.

**Level of Deficiency:**
- Level 1: N/A
- Level 2: The dishwasher or garbage disposal does not function as it should.
- Level 3: N/A

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 threatens the free passage of air.
- Level 2: N/A
- Level 3: The exhaust fan does not function.
- Level 4: You estimate that the flue may be completely blocked.

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.

Fencing—Damaged/Not Intact (Common Areas)

**Deficiency:** You see fencing 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.

**Pool—Not Operational (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 as 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.

**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.

**Plumbing—Clogged Drains (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.

**Plumbing—Leaking Faucet/Pipes (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.

**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 threatens 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 one or more burners.
Level 2: One burner is not functioning.
Level 3: The unit is missing.
—OR—
2 or more burners are not functioning.
—OR—
The oven is not functioning.

**Comments**
Level 3: If this condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

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

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

**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—Damaged/Missing (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 more than 50% of the basin.
Level 2: N/A
Level 3: The sink or associated hardware have failed or are missing. The sink cannot be used.

**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.

**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

**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 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.

**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 3:** N/A

**Level 2:** N/A

**Level 1:** Not recorded.

-OR-

-OR-

-OR-

### Unit Inspectable Items

**Items to inspect for “Unit”** as follows:

- **Bathroom**
- **All-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**
- **Water Closet/Toilet— Damaged/ Clogged/ Missing**

#### Bathroom Cabinets— Damaged/Missing (Bathroom)

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

**Level of Deficiency:**

**Level 1:** You see damaged or missing shelves, vanity tops, drawers, or doors 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)

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

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

**Level of Deficiency:**

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

- **Cracks or extensive discoloration in more than 50% of the basin.**
- **A stopper is missing.**

**Level 2:** N/A

#### Ventilation/Exhaust System— Inoperable (Bathroom)

**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:** N/A

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

#### Shawer/Tub— Damaged/ Missing (Bathroom)

**Deficiency:** The shower, tub, or components are damaged or missing. This includes associated hardware—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.

#### Water Closet/Toilet— Damaged/ Clogged/ Missing (Bathroom)

**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 (Unit)

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

This inspectable item can have the following deficiency:

**Inoperable (Call-for-Aid)**

**Deficiency:** The system does not function as it should.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

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

#### 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**
- **Water Stains/ Water Damage/ Mold/ Mildew**

#### Bulging/ Buckling (Ceiling)

**Deficiency:** The ceiling 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.

**Comments**

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

#### Holes/ Missing Tiles/ Panels/ Cracks (Ceiling)

**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 hole that are no larger than a sheet of paper—8 1/2 inches by 11 inches.

-OR-

- No hole penetrates the area above.

**Level 2:** You see a hole that is larger than a sheet of paper—8 1/2 inches by 11 inches—but it does not penetrate the area above. (You cannot see through it).
Peeling/Needs Paint (Ceiling)

Deficiency:
— You see paint that is peeling, cracking, flaking, or otherwise deteriorated.
— 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

Water Stains/Water Damage/Mold/Mildew (Ceiling)

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

Level of Deficiency:
Level 1: On one ceiling, you see evidence of a leak, mold, or mildew—such as a darkened area—over a small area (more than 1 square foot but less than 4 square feet). You estimate that less than 10% of the ceiling surface area is affected. You may or may not see water.
Level 2: On one ceiling, you see evidence of a leak mold or mildew—such as a darkened area—over a large area (more than 4 square feet). You may or may not see water.
Level 3: If you see damage to a leak, mold, or mildew that may have been caused by saturation or surface failure.

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 Surface—Holes/Paint/Rusting/Glass
Damaged Frames/Threshold/Lintels/Trim
Damaged Hardware/Locks
Damaged/Missing Screen/Storm/Security Door

Deteriorated/Missing Seals (Entry Only)

Level of Deficiency:
Level 1: N/A
Level 2: If a door is missing, a list of units relative to 504/FHA/ADA. Do not record these missing locks as deficiencies.

3. 504 units have had locks removed. Before you start the inspection, you should be given a list of units relative to 504/FHA/ADA. 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.
Level 2: A door does not function as it should because of damage to the door’s hardware.

A 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.

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

Damaged/Missing Screen/Storm/Security Door (Doors)

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

Level of Deficiency:
Level 1: At least one screen door or storm door is damaged or 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. If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

A closet door does not function as it should because of damage to the door’s hardware.

A door does not function as it should because of damage to the door’s hardware.

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

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The seals are missing on one entry door, or they are so damaged that they do not function as they should.

Deteriorated/Missing Seals (Entry Only) (Doors)

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 one entry door, or they are so damaged that they do not function as they should.

Missing Door (Doors)

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 deficiencies:  
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)  
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 of sufficient size and weight can impede access to the unit’s electrical panel during an emergency.

Burnt Breakers (Electrical System)  
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 (Electric System)  
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)  
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. 
Comments 
Level 3: If the condition is a health and safety concern, you must record it manually as “Health and Safety: Electrical Hazards.”

GFI—Inoperable (Electrical System)  
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. 
Comments 
Level 3: If this condition is a health and safety concern, you must record it as “Health and Safety: Electrical Hazards.”

Missing Breakers/Fuses (Electrical System)  
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)  
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 two stories of a structure.  
This inspectable item can have the following deficiencies:  
Bulging/Buckling 
Floor Covering Damage 
Missing Flooring/Tiles 
Peeling/Needs Paint 
Rot/Deteriorated Subfloor 
Water Stains/Water Damage/Mold/Mildew 

Bulging/Buckling (Floors)  
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. 
Comments 
Level 3: If you have any doubt about the severity of this condition, request an inspection by a structural engineer.

Floor Covering Damage (Floors)  
Deficiency: You see damage to carpet tiles, wood, sheet vinyl, or other floor covering. 
Level of Deficiency: 
Level 1: You estimate that only 5–10% of the floor covering has stains, surface burns, shallow cuts, small holes, or tears in non-traffic areas; loose areas; or exposed seams. The covering is fully functional, and there is no safety hazard. 
Level 2: You estimate that more than 50% of the 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 the floor covering has burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material. 
Comments 
Level 3: If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

Missing Flooring/Tiles (Floors)  
Deficiency: VCT, sheet, vinyl, carpet, or other flooring material is missing. 
Note: If you have a single concern about compromised safety, record this as a Level 3 deficiency. 
Level of Deficiency: 
Level 1: For a single floor, small areas of the floor surface are missing. You estimate that more than 5% but less than 10% of the floors are affected and that this does not cause a safety problem. 
Level 2: You estimate that 10–50% of the floors have missing or broken flooring and that this does not cause a safety problem. 
Level 3: You estimate that more than 50% of the floors are affected by missing or broken flooring. 
-OR- 
Missing or broken flooring causes a single safety problem. 
Comments 
Level 3: If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

Peeling/Needs Paint (Floors)  
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)  
Deficiency: The subfloor has decayed or is decaying.
Level of Deficiency:
Level 1: N/A
Level 2: You see small areas of rot or spongy flooring—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.
Comments
Level 3: If you have any doubt about the severity of this condition, request an inspection by a structural engineer.

Water Stains/Water Damage/Mold/Mildew (Floors)
Deficiency: You see evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure.
Level of Deficiency:
Level 1: N/A
Level 2: You see evidence of a water stain, mold, or mildew—such as a darkened area—over a small area of floor (1–4 square feet). You may or may not see water.
Level 3: You estimate that a large portion of floor—more than 4 square feet—has been substantially saturated or damaged by water, mold, or mildew. You see cracks, mold, and flaking, and the floor surface may have failed.
Comments
Level 3: If this condition is a health and safety concern, you must record it manually as “Health and Safety: Air Quality.”

Hot Water Heater (Unit)
This inspectable item can have the following deficiencies:
Misaligned Chimney/Ventilation System
Inoperable Unit/Components
Leaking Valves/Tanks/Pipes
Pressure Relief Valve Missing
Rust/Corrosion

Misaligned Chimney/Ventilation System (Hot Water Heater)
Deficiency: The exhaust system on a gas-fired unit is misaligned.
Level of Deficiency:
Level 1: N/A
Level 2: At least one cover is missing or damaged.
Level 3: You see any misalignment that may cause improper or dangerous venting of gases.

Inoperable Unit/Components (Hot Water Heater)
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)
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.
Comments
Level 3: If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

Pressure Relief Valve Missing (Hot Water Heater)
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.

Rust/Corrosion (Hot Water Heater)
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 do not function.

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)
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 one cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.
Comments
Level 3: When the system is operational during an inspection and you see a Level 3 deficiency—a real-time hazard exits—you must record it manually in “Health and Safety: Hazards.”

General Rust/Corrosion (HVAC)
Deficiency: You see a component of the system with deterioration from oxidation or corrosion of system parts.
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)
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 is missing or does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.
Comments
Level 3: If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

Misaligned Chimney/Ventilation System (HVAC)
Deficiency: The exhaust system on a gas-fired unit 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 gases.

Noisy/Vibrating/Leaking (HVAC)
Deficiency: The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibrations, or leaks.
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)
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 10–50% 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)

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—not a sanitary surface to prepare food.

Level 3: N/A

Dishwasher/Garbage Disposal—Inoperable (Kitchen)

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

Level of Deficiency:

Level 1: N/A

Level 2: The dishwasher or garbage disposal does not function as it should.

Level 3: N/A

Plumbing—Clogged Drains (Kitchen)

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)

Deficiency: You see a leak or drip that is contained by the basin or pipes, and the faucet is functioning as it should.

Level of Deficiency:

Level 1: N/A

Level 2: You see a leak or drip that is not a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

Level 3: A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

Lighting (Unit)

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 one room in the unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

Level 2: In two 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 two rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

Outlets/Switches (Unit)

Level of Deficiency:

Level 1: N/A

Level 2: A cover plate is missing, which the occupants can manually repair.

Level 3: An outlet or switch has a broken cover plate.

Missing/Operable Fixture (Lighting)

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: 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 one or more burners.

Level 2: One burner is not functioning.

Level 3: The unit is missing.

OR

2 or more burners are not functioning.

OR

The oven is not functioning.

Comments

Level 3: If this condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

Refrigerator—Missing/Damaged/Inoperable (Kitchen)

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.

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)

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 of hardware is either missing or not functioning.

Comments

Level 3: If this condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

Dryer Vent Missing/Damaged/Inoperable (Laundry Area (Room))

Deficiency: Inadequate means is available to vent accumulated heat/lint to the outside.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: Dryer vent is missing or is visually determined to be inoperable (blocked), Dryer exhaust is not effectively vented to the outside.

Lighting (Unit)

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

Level of Deficiency:

Level 1: N/A

Level 2: A cover plate is missing, which the occupants can manually repair.

Level 3: An outlet or switch has a broken cover plate.

Missing/Broken Cover Plates (Outlets/Switches)

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

Level of Deficiency:

Level 1: N/A

Level 2: A cover plate is missing, which the occupants can manually repair.

Level 3: An outlet or switch has a broken cover plate.

Patio/Porch/Balcony (Unit)

Deficiency: This inspectable item can have the following deficiencies:

Dryer Vent Missing/Damaged/Inoperable

Dryer Vent Missing/Damaged/Inoperable

Lighting (Unit)

Deficiency: The system to provide illumination to a room or area. Includes fixtures, lamps, and supporting accessories.

Level of Deficiency:

Level 1: N/A

Level 2: A cover plate is missing, which the occupants can manually repair.

Level 3: An outlet or switch has a broken cover plate.

Missing/Operable Fixture (Lighting)

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 one room in the unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

Level 2: In two 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 two rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

Missing/Broken Cover Plates (Outlets/Switches)

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: N/A

Level 2: A cover plate is missing, which the occupants can manually repair.

Level 3: An outlet or switch has a broken cover plate.

Missing/Operable Fixture (Lighting)

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 one room in the unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

Level 2: In two 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 two rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

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: A cover plate is missing, which the occupants can manually repair.

Level 3: An outlet or switch has a broken cover plate.

Missing/Operable Fixture (Lighting)

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 one room in the unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

Level 2: In two 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 two rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

Missing/Broken Cover Plates (Outlets/Switches)

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: N/A

Level 2: A cover plate is missing, which the occupants can manually repair.

Level 3: An outlet or switch has a broken cover plate.

Missing/Operable Fixture (Lighting)

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 one room in the unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

Level 2: In two rooms, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the rooms.
Level 3: The baluster or side rail enclosing this area are loose, damaged, or missing, limiting the safe use of this area.

Smoke Detector (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.
This inspectable item can have the following deficiency:
Missing/Inoperable

Missing/Inoperable (Smoke Detector)

Note: 1. There must be at least one smoke detector on each level.
2. If 2 or more smoke detectors are on the same level in visible proximity, at least one 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, handrails.
This inspectable item can have the following deficiencies:
Broken/Missing Hand Railing
Broken/Damaged/Missing Steps

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: A step is broken or missing.

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
Damaged Window Sill
Inoperable/Not Lockable
Missing/Deteriorated Caulking/Seals
Peeling/Needs Paint
Security Bars Prevent Egress

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: You see bulging, buckling, sagging, or that the wall is not longer vertically aligned.

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

Damaged (Walls)
Deficiency: You see punctures in the wall surface that may or may not penetrate completely. Panels or tiles may be missing or damaged.

Note: This does not include small holes created by hanging pictures, etc.

Level of Deficiency:
Level 1: In a wall, you find a hole, missing tile or panel, or other damage that is between 1 inch and 8½ inches by 11 inches. The hole does not penetrate the adjoining room; you cannot see through it.
Level 2: In a wall, you find a hole, missing tile or panel, or other damage that is larger than a sheet of paper—8½ inches by 11 inches.
Level 3: You find a crack greater than 1 inches wide and at least 11 inches long.
Level 3: You find a hold of any size that penetrates an adjoining room; you can see through the hole.

-OR-
Two or more walls that Level 2 holes.

Damaged/Deteriorated Trim (Walls)
Deficiency: Cove molding, chair rail, base molding, or other decorative trim or damaged or has decayed.

Note: Before the inspection starts, you should be given a list of 504/FH/ADA building/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: N/A
Level 2: N/A
Level 3: A step is broken or missing.

Walls (Unit)
The enclosure of the unit and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, sheetrock. Surface finish materials include paint, wall-coverings.
This inspectable item can have the following deficiencies:
Bulging/Buckling
Damaged
Deterioration in the wall surfaces, and you estimate that more than 50% of the wall area is affected.

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: A step is broken or missing.

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

Level 3: A sill is damaged, but still there.

Note: When looking for damage to window sills, do not include scratches and cosmetic deficiencies.

Level of Deficiency:
Level 1: A sill is damaged, but still there.
Level 3: 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 Window Sill (Windows)
Deficiency: The sill—the horizontal part of the window that bares the upright portion of the frame—is damaged.

Note: When looking for damage to window sills, do not include scratches and cosmetic deficiencies.

Level of Deficiency:
Level 1: A sill is damaged, but still there.
Level 2: N/A
Level 3: 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.

Peeling/Needs Paint (Walls)
Deficiency:
—Paint is peeling, cracking, flaking, or otherwise deteriorated.
—A surface is not painted.

Note: Before the inspection starts, you should be given a list of 504/FH/ADA building/units. For the buildings/units 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

Water Stains/Water Damage/Mold Mildew (Walls)
Deficiency: Walls are not watertight. You see evidence of water infiltration, mold, or mildew—or damage caused by saturation or surface failure.

Level of Deficiency:
Level 1: You see evidence of a leak, mold, or mildew—such as a darkened area—over a small area (more than 1 square foot but less than 4 square feet). You may or may not see water.
Level 2: You see evidence of a leak, mold, or mildew—such as a darkened area—over a large area (more than 4 square feet). You probably see water.
Level 3: On one or more walls, you estimate that a large portion—50% of the surface—has been substantially saturated or damaged by water, mold, or mildew. You see cracks, moist areas, mold, or flaking. The wall surface may have failed.

-OR-
In any one unit, you estimate that more than 50% of the walls shows Level 1 damage from stains, mold, or mildew.

Comments
Level 3: If the condition is a health and safety concern, you must record it manually in “Health and Safety: Air Quality.”
surrounding walls and compromise its weather tightness.

Level 3: N/A

Inoperable/Not Lockable (Windows)

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—i.e., a ground level window, for example—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, but cannot be secured. In the immediate area, there are no other windows that are functioning properly.

Missing/Deteriorated Caulking/Seals (Windows)

Deficiency: The caulking or seals that resist 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 two 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: N/A
Level 2: Most of the window shows missing or deteriorated caulking, but there is no evidence of damage to the window or surrounding structure.
Level 3: There are missing or deteriorated caulking or seals—with evidence of leaks or damage to the window or surrounding structure.

Peeling/Needs Paint (Windows)

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)

Deficiency: Exiting by window is severely limited or impossible because security bars are damaged or improperly constructed or installed.

Note: This does not include windows that were not designed for exiting.

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: Security bars are not functioning as they should, limiting the ability to exit through the window and posing safety risks.

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)

Deficiency: You see evidence of mold or mildew, especially in bathrooms and air outlets.

Propane/Natural Gas/Methane Gas Detected (Air Quality)

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)

Deficiency: You detect sewer odors that could pose a health risk if inhaled for prolonged periods.

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)

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

Note: If the accompanying authority has identified abandoned wiring, capped wires do not pose a risk and should not be recorded as a deficiency.

Water Leaks On or Near Electrical Equipment (Electrical Hazards)

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 (Health and Safety)

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

The following deficiency can be noted:
Tripping

Tripping (Elevator)

Deficiency: An elevator is misaligned with the floor by more than ¼ 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 would include fire towers, stairway access doors, & 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
Missing Exit Signs

Blocked/Unusable (Emergency/Fire Exits)

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)

Deficiency:
- Exit signs that clearly identify all emergency exits are missing.
- There is no illumination in the area of the sign.

Flammable Materials (Health and Safety)

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

The following deficiency can be noted:
Improperly Stored

Improperly Stored (Flammable Materials)

Deficiency: Flammable materials are improperly stored, causing the potential risk of fire or explosion.

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)

Deficiency:
- Too much garbage has gathered, more than the planned storage capacity.
- 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 Garbage and Debris—Outdoors.

Outdoors (Garbage and Debris)

Deficiency:
- Too much garbage has gathered—more than the planned storage capacity.
- 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 Garbage and Debris—Outdoors.

Hazards (Health and Safety)

Physical hazards that pose risk of bodily injury.

The following deficiencies can be noted:
Other
Sharp Edges

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

Note: This includes hazards that are not specifically defined elsewhere.

Other (Hazards)

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

Note: This includes hazards that are not specifically defined elsewhere.

Sharp Edges (Hazards)

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.

Note: This does not include tripping hazards from elevators that do not level properly. For this deficiency, see Elevator—Tripping under Health and Safety.

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

Infestation (Infestation)

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 Infestation—Rats/Mice/Vermin under 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)

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 Infestation—Insects under 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.

[FR Doc. 01–29266 Filed 11–23–01; 8:45 am]