

MAINTENANCE GUIDEBOOK II INSPECTION OF DEVELOPMENTS

CHAPTER ONE - PURPOSE

SECTION A IDENTIFY DEFICIENCIES

The purpose of the inspection is to identify deficiencies throughout every development of Public Housing Agencies and Indian Housing Authorities (jointly referred to as HAs) before they become failures, and to evaluate the general condition of the affected items and look for potential areas of deterioration.

The HA staff member assigned the task of inspection should be knowledgeable about the facilities, equipment, and systems and their proper functions, to determine the acceptability of their physical and operating conditions. The inspection includes, but is not limited to:

- Site;
- Underground facilities;
- Building envelopes and interiors;
- HVAC, plumbing, and electrical systems;
- Stationary and movable service equipment and appliances;
- Housekeeping.

The Inspector should also determine whether a defect is the result of other than normal wear-and-tear, for which the residents are responsible for correction costs.

The inspections can be consolidated into three major components:

- Living Unit Inspection—Conducted for units at move-out and move-in, and for occupied units, at least once a year;
- Site Inspection—Conducted weekly;
- Service Systems Inspection—Conducted on regular schedules that are set by need, by manufacturer's recommendations, by season, or by code standards.

HAs are required to inspect three major components of their developments at least annually. Compliance with this requirement is measured under the Public Housing Management Assessment Program (PHMAP) indicator #7, which consists of four components.

SECTION B CORRECT DEFICIENCIES

Timely response to correct inspection-identified deficiencies is essential to a successful operation. Prompt correction of deficiencies extends the useful life of units and systems. Once HAs have categorized the

deficiencies as either emergency or non-emergency, response times should be scheduled for each. HAs should strive to achieve the following response times, as a minimum, to receive an A grade for "correction of deficiencies"—components #3 and #4 of PHMAP indicator #7—which has a weight of x3:
Emergency—corrected or abated within 24 hours; non-emergency—corrected within 25 calendar days.

END OF CHAPTER ONE