

U.S. Department of Housing and Urban Development

550 12th, SW
Suite 100
Washington, D.C. 20410



OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Inspector Notice No. 2009-02

TO: All HUD Inspectors Certified in the use of the Uniform Physical Condition Standards (UPCS) Inspection Protocol

FROM: Robert L. Garrett
Inspector Administration

SUBJECT: UPCS Inspection Protocol
Inspecting Stoves and Ranges

DATE ISSUED: May 29, 2009

EFFECTIVE DATE: July 20, 2009

This Notice establishes requirements for the inspection of ranges/stoves and ovens by all certified inspectors who conduct UPCS inspections of HUD assisted and insured properties. The inspection requirements are applicable to all ranges/stoves and ovens in units and in common areas, including, but are not limited to, dining rooms, offices, lunch rooms, day care centers, or recreation rooms on properties subject to UPCS inspections.

The REAC Compilation Bulletin will be updated to incorporate the content of this Notice.

Inspection Process

- A. Effective July 20, 2009, inspectors will no longer turn ranges/stoves and ovens on and off when inspecting them. Beginning on this date, the property representative that accompanies the inspector throughout the inspection must turn all ranges/stoves and ovens on and off during the UPCS inspector's inspection of the appliance.
- B. When inspecting ranges/stoves and ovens, all UPCS certified inspectors are to adhere to the following:
 1. The inspector is to conduct a complete inspection of the range/stove/oven in accordance with the UPCS protocol. This includes observing and determining if the range/stove/oven functions as intended after it is turned on, determining if any deficiencies exist, and recording any observed deficiencies, as applicable.

2. The inspector must remain in close proximity to the range/stove/oven from the time the property representative turns it on until the property representative turns it off. After the range/stove/oven is turned on and during the time it is heating up, the inspector may inspect other inspectable items in the kitchen.
3. In the event that the property representative will not or does not turn on the range/stove/oven when asked, the inspector is to inform the property representative that he/she is required to do so.
4. If the property representative does not turn the range/stove/oven on and off, the inspector is to:
 - record a Level 3 deficiency, “*inoperable*,” and inform the property representative of the Level 3 deficiency;
 - write “Property refused to turn on and off the range/stove/oven” in the comment section; and
 - call the REAC TAC and report that the property representative refused to turn on and off the range/stove/oven and include the TAC number in the comment section.

C. Initially, inspectors may have to remind property representatives that in addition to providing the inspector with access to ranges/stoves and ovens (by removing any items that may be damaged when the appliance is on), they must now turn these appliances on and off.

Administration

Points will not be added back for any technical review or appeal that is submitted based on the property representative’s failure to turn and off ranges/stoves and ovens. In addition, there will be no property re-inspections granted on the basis of a property representative’s refusal to turn on and turn off ranges/stoves and ovens as required.

Should you have any questions about this notice, please contact the REAC Technical Assistance Center (TAC) at 1-888-245-4860, or mail to: **REAC_TAC@HUD.GOV**.