

“Preparing for REAC Inspections” (Guidance for Public Housing and Multifamily Properties)

REAC is providing the following guidance to assist the Property Owner/Agent (POA) for Multifamily properties or Public Housing Authority properties in preparing your property for the upcoming REAC inspection(s). REAC’s objective is to provide helpful inspection preparation information that a Multifamily property or Public Housing Authority property can use to effectively prepare for a REAC inspection using its own staff.

PREPARING FOR A REAC INSPECTION:

Prior to the REAC inspection date the property should conduct a complete (100%) inspection of the property. It should include all five (5) Inspectable Areas; the Site, all Building Exteriors, all Building Systems, all Common Areas and all Units. For clarification purposes: all areas within a building that are not residential units are considered common areas for the REAC inspection. POA will need to prepare all five inspectable areas for the upcoming REAC inspection(s) and provide access to all common areas and all sample units during the inspection process.

- This 100% inspection can be completed using the DCD 4.0 Public Version Software of the inspection software, which is available for download from the REAC website, “http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0”, if you choose to complete the inspection electronically.
- If you prefer to complete it manually (on paper) you will need to use the “Revised Dictionary of Deficiency Definitions” and the revised paper document for 4.0 REAC inspections. This paper document is a formatted inspection form available that allows you to inspect all the inspectable items, but it does not have the definitions readily available for each of the deficiencies. However, using this form allows you to enter the level and then check the accuracy of the findings after returning to the office or completing the inspection:
 - Revised Dictionary of Deficiency Definitions URL: go to the “Physical Inspection Library” at: “http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/library/lib_phyi”, then scroll to the heading “Notices and User Guides – Physical Inspections” and select “Dictionary of Deficiency Definitions”. This will take you to the PDF file labeled “Revised Dictionary of Deficiency Definitions” dated August 9, 2012. It is 90 pages long.
 - The paper document for doing pre-REAC inspection(s) is located at the bottom of this document titled “4.0 Pre-REAC UPCS Inspection Manual Check List” and is 7 pages long starting with page 1 of 7.
 - While conducting the 100% inspection keep in mind that if an inspectable item exists (or there is evidence the inspectable item existed) on your property it must function as designed by the manufacturer.
 - The REAC inspection is a hands-on inspection. Whether the property staff or a contract inspector conducts your 100% inspection they must physically test the function of all inspectable items for proper operation. Some of these inspectable items are; all windows, doors, fixed lighting, stoves, etc. You will not be able to accurately determine if the inspectable item(s) functions properly without first checking the operation, (i.e. if a door is designed to latch/lock, then the door should latch/lock.) However, if whoever is conducting the 100% inspection fails to check the door for both these functions it may be recorded as a defect on the REAC inspection if that area/item were selected in the random sample and the item does not operate as designed.
- **Public Housing:** For the “Top 25 Most Cited Deficiencies for Public Housing” can be found by going to the webpage titled “Physical Assessment Subsystem (PASS)” under: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass, then scroll to the heading “Helpful Information” and select “Top 25 Most Cited Deficiencies for Public Housing”. This link will take you to the most current PDF file showing the top 25 most current cited deficiencies for Public Housing.
- **Multifamily Housing:** For the “Top 25 Most Cited Deficiencies for Multifamily Housing” can be found by going to the webpage titled “Physical Assessment Subsystem (PASS)” under: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass, then scroll to the heading “Helpful Information” and select “Top 25 Most Cited Deficiencies for Multifamily Housing”. This link will take you to the most current PDF file showing the top 25 most current cited deficiencies for Multifamily Housing.

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- **Multifamily Housing:** For the “Top 25 Most Cited Deficiencies for Multifamily Housing” can be found by going to the webpage titled “Physical Assessment Subsystem (PASS)” under: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/prodpass, then scroll to the heading “Helpful Information” and select “Top 25 Most Cited Deficiencies for Multifamily Housing”. This link will take you to the most current PDF file showing the top 25 most current cited deficiencies for Multifamily Housing.
- In addition to the “Top 25 Deficiencies”, special attention should be directed at any possible “Exigent (Life Threatening) Health & Safety” deficiency that may be found. They are:
 - Propane, natural, or methane gas leaks
 - Exposed wires or open electrical panels
 - Water leaks on or near electrical equipment
 - Blocked or unusable emergency or fire exits
 - Blocked fire escapes or ladders
 - Missing or misaligned chimney for gas-fired water heater or HVAC unit
 - Window security bars preventing exit
 - Expired fire extinguishers
 - Inoperative or missing smoke detectors
- Property staff should adhere to the following when preparing for the REAC inspection:

Electrical:

- All electrical boxes, electrical panel boxes, fuse boxes, disconnect boxes, timer boxes, etc., are subject to inspection by the REAC inspector regardless of the location. These boxes will be inspected even if behind locked doors (mechanical rooms, electric closets, etc.) for any electrical deficiency that exists.
- All electrical panels and fuse boxes must be made available for inspection whether located inside or outside and secured or unsecured.
- All other electrical boxes, disconnects, timers, etc. will not be opened by the REAC inspector if secured at the time of the inspection. A box is considered secured by REAC definition if it cannot be opened using only your hands. (Using a tool to open is considered locked/secured.)
- For additional clarification on electrical defects, reference “Electrical Devices”. It can be found by going to the webpage titled “Physical Inspection Sub-System Quality Assurance (PASS-QA)” under: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/pass/ga, then scroll to the heading “Guidelines for Inspections” and select “Electrical Devices”. This link will take you to the most current PDF file showing how to handle the common electrical defects.

Blocked Egress:

- All individual living areas/rooms in a unit and all common area rooms must have 2 independent and unimpeded means of egress (escape) if so designed. The only exception is windows above the 3rd floor that do not serve as a means of access to a designed escape route. (Additional clarification to “Blocked Egress” can be found in the REAC PASS Compilation Bulletin on page 36 at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/pass/pass_bulletin, then under “RAPID 4.0” select the most recent version of the Compilation Bulletin.) In cases where local code differs with this standard, either a letter from a local code official or a copy of the code should be provided/submitted within the guidelines of the TR/DBA process so that applicable lost points can be restored.

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Industry Standard Repairs:

- States that Sub-Standard industry repairs on all HUD REAC properties will **NO** longer be acceptable.
- All repairs should be consistent with what a reasonable person would expect if a repair was done to an Apartment they lived in or what they would expect to see when shopping for a New Apartment.
- All repairs shall be made in a professional manner with similar materials, free from defects & consistent with existing condition and not stand out as an obvious repair whenever possible.
- For additional clarification on industry standard repairs, reference “Industry Standard Repairs”. It can be found by going to the webpage titled “Physical Inspection Sub-System Quality Assurance (PASS-QA)” under:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/qa , then scroll to the heading “Guidelines for Inspections” and select “Industry Standard Repairs”. This link will take you to the most current PDF file showing how to handle repairs.

ON THE DAY OF THE INSPECTION HAVE THE FOLLOWING INFORMATION AVAILABLE FOR THE INSPECTOR:

- Certificates (If applicable) for: Boilers, Fire Alarm, Building Sprinkler System, Elevator and Lead Based Paint Report and Resident Disclosure form(s) if the property has a building built prior to 1978.
- Area Measures: Parking Lots / Driveways / Roads (square footage) and Walkways / Steps (square footage).
- Rent Roll: Should be current for the day of the inspection and must contain all occupied units, vacant units, non-revenue units (occupied by Site Manager, other property staff, etc.), and bedroom sizes of all units. If the purpose of any of these dwelling units changes to a non-dwelling use you will need to inform the inspector and it must be removed from the unit count. (i.e. – Unit converted to an Office, Storage, Police Substation, Daycare, etc.)
- Site Map (If available): This enables the inspector to navigate the property with the escort in a more efficient manner.

IMPORTANT POINTS TO REMEMBER:

- When the inspector contacts the property POA to schedule the inspection it must be a **mutually agreeable** time/date.
- The inspection should take place only during normal business hours.
- You should not schedule the maintenance/service of any of the inspectable items the day of the inspection, (i.e. elevators – “Out of Order” due to planned maintenance will be cited for a Level 3 deficiency).
- If property staff or contractors have work in progress or have recently completed work that required the removal of panel covers exposing electrical wiring/connections, outlet/switch plate covers, etc. you will need to ensure that these items have been properly re-installed.
 - Note: “Work in Progress” - If buildings or units are occupied and rehabilitation work is in progress during the inspection, the inspector must inspect the buildings or units. All deficiencies must be recorded, even defects associated with ongoing work in progress during the REAC inspection.
- Carry a notepad and camera with you during the REAC inspection to document the various findings when appropriate.

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- The property staff is required to provide the inspector with access to all inspectable areas and all inspectable items within the sample units and sample building common areas.
- If the POA cannot, or will not, provide the inspector access to an inspectable items, the inspector must record that item as defective.
- You are allowed to do the following during the inspection:
 - In a unit or common area the POA may install a light bulb to demonstrate that a permanent light fixture functions properly. If the permanent light fixture functions properly after installing a light bulb, it is not a defect.
 - If a pilot light is out for one or more gas burners, the POA may light the pilot and test the burners. If all burners function after lighting the gas pilot light, a Level 1 deficiency is recorded in lieu of a Level 2 or Level 3.
 - Electric Stove – if burners have been removed for cleaning, the POA will be allowed to plug burners back in to show all work properly (no repairs are allowed). If all burners function properly, no defect will be recorded.
 - Gas/Electric Stoves – if knobs are missing, the POA will be allowed to find and install knobs to show all burners/oven work properly. No defect will be recorded if all knobs are found and all burners/oven work properly. Missing knob(s) will be a Level 1 defect if all burners/oven work properly.
 - If the exhaust fan in the bathroom has been unplugged, the POA may plug the exhaust fan in and if it functions properly there is no deficiency recorded.

SUPPLEMENTAL GUIDANCE:

The “REAC Compilation Bulletin” and “REAC Inspector Notices” are clarifications of the definitions and take priority over the written definitions in the inspection 4.0 software. The “Inspector Business Rules” detail the protocol for conducting the REAC inspection. The POA will need to familiarize their self with these documents:

REAC Compilation Bulletin URL:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_bulletin, then under “RAPID 4.0” select the most recent version of the Compilation Bulletin.

Inspector Notices URL:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/qa, then scroll to the heading “Guidelines for Inspections” and select the appropriate title for one of several new Inspector Notices. Also, for older Inspector Notices, look under the heading “Physical Inspection Protocol” and select “Inspector Notices & User Guides”.

Inspector Business Rules URL:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/qa, then scroll to the heading “Physical Inspection Protocol” and select “Inspector Notices & User Guides”. Then select “Inspect Notice 2002-02 Business Rules Inspector Performance Monitoring”.

4.0 Pre-REAC UPCS Inspection Manual Check List

4.0 Uniform Physical Condition Standards - Comprehensive Listing

Inspectable Area: Site

Page: _____ of _____

Property ID / Name: _____
 Close to Building Number / Name: _____

Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Fencing and Gates	Non-Security or Non-Safety Fencing and Gates						NLT
	Security or Safety Fencing and Gates						NLT
Grounds	Erosion/Rutting Areas						NLT
	Overgrown/Penetrating Vegetation						
	Ponding/Site Drainage						
Mailboxes/Project Signs	Mailbox Missing/Damaged						
	Signs Damaged						
Market Appeal	Graffiti						
	Litter						
Parking Lots/Driveways/Roads	Damaged Paving	Cracks					
		Potholes/Loose Material					
		Settlement/Heaving					
	Ponding						
Play Areas and Equipment	Damaged/Broken Equipment						NLT
	Deteriorated Play Area Surface						
Refuse Disposal	Broken/Damaged Enclosure - Inadequate Outside Storage Space						
Retaining Walls	Damaged/Falling/Leaning						NLT
Storm Drainage	Damaged/Obstructed						
Walkways/Steps	Cracks/Settlement/Heaving						
	Broken/Missing Hand Railing						NLT
	Spalling						
Health and Safety	Air Quality - Mold or Mildew						NLT
	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Opening in Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Hazards - Other						NLT
	Infestation - Insects						NLT
Infestation - Rats/Mice/Vermin						NLT	

- In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items); you must refer to the PDF file labeled "Revised Dictionary of Deficiency Definitions" Version 4.0, dated 08/09/2012 (90 Pages). This document can be found at: ["http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/library/lib_phyi"](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/library/lib_phyi), then scroll to the heading "Notices and User Guides – Physical Inspections" and select "Dictionary of Deficiency Definitions"
- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at ["http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_bulletin"](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_bulletin), then under "RAPID 4.0" select the most recent version of the Compilation Bulletin
- Only level 3 is applied to independent Health & Safety deficiencies.
- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

4.0 Pre-REAC UPCS Inspection Manual Check List

4.0 Uniform Physical Condition Standards - Comprehensive Listing

Inspectable Area: **Building Exterior**

Page: _____ of _____

Property ID / Name: _____
 Building Number/Name: _____

Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Doors	Damaged Frames/Threshold/Lintels/Trim						NLT
	Damaged Hardware/Locks						
	Damaged Surface (Holes/Paint/Rusting/Glass)						
	Damaged/Missing Screen/Storm/Security Door						NLT
	Deteriorated/Missing Caulking/Seals						
	Missing Door						
Fire Escapes	Blocked Egress/Ladders						LT
	Visibly Missing Components						LT
Foundations	Cracks/Gaps						
	Spalling/Exposed Rebar						
Lighting	Broken Fixtures/Bulbs						
Roofs	Damaged Soffits/Fascia						
	Damaged Vents						
	Damaged/Clogged Drains						
	Damaged/Torn Membrane/Missing Ballast						
	Missing/Damaged Components from Downspout/Gutter						
	Missing/Damaged Shingles						
	Ponding						
Walls	Cracks/Gaps						
	Damaged Chimneys						NLT
	Missing/Damaged Caulking/Mortar						
	Missing Pieces/Holes/Spalling/Rotten						
	Stained/Peeling/Needs Paint						
Windows	Broken/Missing/Cracked Panes						NLT
	Damaged Sills/Frames/Lintels/Trim						
	Damaged/Missing Screens						
	Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Peeling/Needs Paint						
	Security Bars Prevent Egress						LT
Health and Safety	Air Quality - Mold or Mildew						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Hazards - Other						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT

- In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items); you must refer to the PDF file labeled "Revised Dictionary of Deficiency Definitions" Version 4.0, dated 08/09/2012 (90 Pages). This document can be found at: "http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/library/lib_phyi", then scroll to the heading "Notices and User Guides – Physical Inspections" and select "Dictionary of Deficiency Definitions"

- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/pass/pass_bulletin", then under "RAPID 4.0" select the most recent version of the Compilation Bulletin

- Only level 3 is applied to independent Health & Safety deficiencies.

- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

4.0 Pre-REAC UPCS Inspection Manual Check List

4.0 Uniform Physical Condition Standards - Comprehensive Listing Inspectable Area: **Building Systems**

Page: _____ of _____

Property ID / Name: _____

Inspection Date: _____

Building Number/Name: _____

Inspectable Item	Observable Deficiency	NOD	LEVEL			NA	H&S
			1	2	3		
Domestic Water	Leaking Central Water Supply						
	Misaligned Chimney/Ventilation System						LT
	Missing Pressure Relief Valve						NLT
	Rust/Corrosion on Heater Chimney						NLT
	Water Supply Inoperable						NLT
Electrical System	Blocked Access/Improper Storage						NLT
	Burnt Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	Missing Breakers/Fuses						LT
	Missing Covers						LT
Elevators	Not Operable						NLT
Emergency Power	Auxiliary Lighting Inoperable						
	Run-Up Records/Documentation Not Available						
Fire Protection	Missing Sprinkler Head						NLT
	Missing/Damaged/Expired Extinguishers						LT
HVAC	Boiler/Pump Leaks						
	Fuel Supply Leaks						NLT
	General Rust/Corrosion						NLT
	Misaligned Chimney/Ventilation System						LT
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable						
Sanitary System	Broken/Leaking/Clogged Pipes or Drains						NLT
	Missing Drain/Cleanout/Manhole Covers						
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Elevator - Tripping						NLT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
Infestation - Rats/Mice/Vermin						NLT	

- In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items); you must refer to the PDF file labeled "Revised Dictionary of Deficiency Definitions" Version 4.0, dated 08/09/2012 (90 Pages). This document can be found at: "http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/library/lib_phyi", then scroll to the heading "Notices and User Guides – Physical Inspections" and select "Dictionary of Deficiency Definitions"

- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/pass/pass_bulletin", then under "RAPID 4.0" select the most recent version of the Compilation Bulletin

- Only level 3 is applied to independent Health & Safety deficiencies.

- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

4.0 Pre-REAC UPCS Inspection Manual Check List

4.0 Uniform Physical Condition Standards - Comprehensive Listing Inspectable Area: Common Areas

Page: _____ of _____

Property ID / Name: _____

Inspection Date: _____

Building Number/Name: _____

X	Inspectable Item Location	Observable Deficiency	NOD	Level			NA	H&S
				1	2	3		
	Basement/Garage/Carport	Baluster/Side Railings - Damaged						
	Closet/Utility/Mechanical							NLT
	Community Room	Lavatory Sink	Damaged/Missing					NLT
	Day Care		Plumbing - Clogged Drains					NLT
	Halls/Corridors/Stairs		Plumbing - Leaking Faucet/Pipes					NLT
	Kitchen	Restroom Cabinet - Damaged/Missing						NLT
	Laundry Room	Shower/Tub	Damaged/Missing					NLT
	Lobby		Plumbing - Clogged Drains					NLT
	Office		Plumbing - Leaking Faucet/Pipes					NLT
	Other Community Spaces	Ventilation/Exhaust System - Inoperable						
	Patio/Porch/Balcony	Water Closet/Toilet - Damaged/Clogged/Missing						
	Restrooms/Pool Structures	Call for Aid - Inoperable						NLT
	Storage	Ceiling	Bulging/Buckling					
			Holes/Missing Tiles/Panels/Cracks					
			Peeling/Needs Paint					
			Water Stains/Water Damage/Mold/Mildew					
		Doors	Damaged Frames/Threshold/Lintels/Trim					NLT
			Damaged Hardware/Locks					
			Damaged Surface (Holes/Paint/Rust/Glass)					
			Damaged/Missing Screen/Storm/Security Door					NLT
			Deteriorated/Missing Seals (Entry Only)					
		Missing Door						NLT
		Dryer Vent -Missing/Damaged/Inoperable						
		Electrical	Blocked Access to Electrical Panel					NLT
			Burnt Breakers					NLT
			Evidence of Leaks/Corrosion/Rust/Stains affect current					NLT
			Frayed Wiring					
			Missing Breakers					LT
			Missing Covers					LT
		Floors	Bulging/Buckling					
			Hard Floor Covering					
			Carpet					
			Peeling/Needs Paint					
			Rot/Deteriorated Subfloor					
		Water Stains/Water Damage/Mold/Mildew						
		GFI - Inoperable						NLT
		Graffiti						
		HVAC	Convection/Radiant Heat System Covers Missing/Damaged					
			General Rust/Corrosion					
			Inoperable					
			Misaligned Chimney/Ventilation System					LT
			Noisy/Vibrating/Leaking					

(Common Areas Continued on Next Page)

4.0 Pre-REAC UPCS Inspection Manual Check List

X	Inspectable Item Location	Observable Deficiency	NOD	Level			NA	H&S	
				1	2	3			
	Basement/Garage/Carport	Cabinets - Missing/Damaged							
	Closet/Utility/Mechanical	Countertops - Missing/Damaged							
	Community Room	Dishwasher/Garbage Disposal							
	Day Care	Kitchen Items						NLT	
	Halls/Corridors/Stairs		Sink	Missing/Damaged					NLT
	Kitchen			Plumbing - Clogged Drains					NLT
	Laundry Room		Plumbing - Leaking Faucet/Pipes					NLT	
	Lobby	Range Hood /Exhaust Fans - Excessive Grease/Inoperable							
	Office	Range/Stove - Missing/Damaged/Inoperable							
	Other Community Spaces	Refrigerator - Damaged/Inoperable							
	Patio/Porch/Balcony	Lighting - Missing/Damaged/Inoperable Fixture							
	Restrooms/Pool Structures	Mailbox - Missing/Damaged							
	Storage	Outlets/Switches/Cover Plates - Missing/Broken						LT	
		Pedestrian/Wheelchair Ramp							
		Smoke Detector - Missing/Inoperable						LT	
		Stairs	Stairs - Broken/Damaged/Missing Steps					NLT	
				Stairs - Broken/Missing Hand Railing					NLT
		Walls	Bulging/Buckling						
				Damaged – Holes/Cracks/Damaged/Rotten					
				Damaged/Deteriorated Trim					
				Peeling/Needs Paint					
				Water Stains/Water Damage/Mold/Mildew					
		Windows	Cracked/Broken/Missing Panes					NLT	
				Damaged Window Sill					
				Inoperable/Not Lockable					NLT
				Missing/Deteriorated Caulking/Seals/Glazing Compound					
				Peeling/Needs Paint					
				Screens					
			Security Bars Prevent Egress					LT	
	Pools and Related Structures	Fencing - Damaged/Not Intact							
		Pool - Not Operational							
	Trash Collection Areas	Chutes - Damaged/Missing Components							
	Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT	
			Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
			Air Quality - Sewer Odor Detected						NLT
			Electrical Hazards - Exposed Wires/Open Panels						LT
			Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
			Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
			Emergency Fire Exits - Missing Exit Signs						NLT
			Flammable/Combustible Materials - Improperly Stored						NLT
			Garbage and Debris - Indoors						NLT
			Garbage and Debris - Outdoors						NLT
			Hazards - Other						NLT
			Hazards - Sharp Edges						NLT
			Hazards - Tripping						NLT
			Infestation - Insects						NLT
		Infestation - Rats/Mice/Vermin						NLT	

- In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items); you must refer to the PDF file labeled "Revised Dictionary of Deficiency Definitions" Version 4.0, dated 08/09/2012 (90 Pages). This document can be found at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/library/lib_phyi, then scroll to the heading "Notices and User Guides – Physical Inspections" and select "Dictionary of Deficiency Definitions"

- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/pass_bulletin, then under "RAPID 4.0" select the most recent version of the Compilation Bulletin

- Only level 3 is applied to independent Health & Safety deficiencies.

- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

4.0 Pre-REAC UPCS Inspection Manual Check List

4.0 Uniform Physical Condition Standards - Comprehensive Listing

Inspectable Area: Units

Page: _____ of _____

Property ID / Name: _____
 Building/Unit Number _____

Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
	Baluster/Side Railings - Damaged						
Bathroom	Bathroom Cabinets - Damaged/Missing						
	Lavatory Sink - Damaged/Missing						NLT
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking Faucet/Pipes						NLT
	Shower/Tub - Damaged/Missing						NLT
	Ventilation/Exhaust System - Inoperable						
	Water Closet/Toilet - Damaged/Clogged/Missing						NLT
Call-for-Aid	Inoperable						NLT
Ceiling	Bulging/Buckling						
	Holes/Missing Tiles/Panels/Cracks						
	Peeling/Needs Paint						
	Water Stains/Water Damage/Mold/Mildew						
Doors	Damaged Frames/Threshold/Lintels/Trim						NLT
	Damaged Hardware/Locks						
	Damaged/Missing Screen/Storm/Security Door						NLT
	Damaged Surface - Holes/Paint/Rusting/Glass						
	Deteriorated/Missing Seals (Entry Only)						
	Missing Door						NLT
Electrical System	Blocked Access to Electrical Panel						NLT
	Burnt Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	GFI - Inoperable						NLT
	Missing Breakers/Fuses						LT
	Missing Covers						LT
Floors	Bulging/Buckling						
	Hard Floor Covering						
	Carpet						
	Peeling/Needs Paint						
	Rot/Deteriorated Subfloor						
	Water Stains/Water Damage/Mold/Mildew						
Hot Water Heater	Misaligned Chimney/Ventilation System						LT
	Inoperable Unit/Components						NLT
	Leaking Valves/Tanks/Pipes						
	Pressure Relief Valve Missing						NLT
	Rust/Corrosion						NLT
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged						
	General Rust/Corrosion						
	Inoperable						
	Misaligned Chimney/Ventilation System						LT
	Noisy/Vibrating/Leaking						

(Unit Continued on Next Page)

4.0 Pre-REAC UPCS Inspection Manual Check List

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Kitchen	Cabinets - Missing/Damaged						NLT
	Countertops - Missing/Damaged						
	Dishwasher/Garbage Disposal - Inoperable						
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking Faucet/Pipes						NLT
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable						
	Range/Stove - Missing/Damaged/Inoperable						
	Refrigerator-Missing/Damaged/Inoperable						NLT
	Sink - Damaged/Missing						NLT
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable						
Lighting	Missing/Inoperable Fixture						NLT
Outlets/Switches	Missing						LT
	Missing/Broken Cover Plates						LT
Patio/Porch/Balcony	Baluster/Side Railings Damaged						
Smoke Detector	Missing/Inoperable						LT
Stairs	Broken/Damaged/Missing Steps						NLT
	Broken/Missing Hand Railing						NLT
Walls	Bulging/Buckling						
	Damaged						
	Damaged/Deteriorated Trim						
	Peeling/Needs Paint						
	Water Stains/Water Damage/Mold/Mildew						
Windows	Cracked/Broken/Missing Panes						NLT
	Damaged Window Sill						
	Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Inoperable/Not Lockable						NLT
	Peeling/Needs Paint						
	Screens						
	Security Bars Prevent Egress						LT
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT

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