State of Iowa
Housing Trust Fund Allocation Plan

Introduction

The Iowa Finance Authority has been designated by the Governor and the State Legislature as the Iowa recipient of Housing Trust Fund (HTF) from the U.S. Department of Housing and Urban Development (HUD) as stated in Iowa Code Section 16.181. IFA will receive the minimum state grant amount of $3,000,000 in 2018. The funds will be used to house extremely low-income families. As allowed under 24 CFR Part 93, IFA will allocate 10 percent of the grant or $300,000 for program planning and administration costs; up to one-third for operating cost assistance or operating cost assistance reserves; and the remaining funds will be used to provide capital funding for new construction, adaptive reuse, or rehabilitation of HTF units.

Housing Trust Fund Strategic Plan §91.315(b)(2)

Geographic Priorities:

The HTF funds will be made available through pairing with awarded or proposed LIHTC projects or in a stand-alone HTF funding round. IFA anticipates utilizing the funds in projects across the state in areas which exhibit a strong need for housing for extremely low-income families.

Goals:

Number of HTF units constructed or rehabilitated from the 2018 funds: 18
Number of HTF units receiving operating subsidies from the 2018 funds: up to 18

Any operating subsidies will be awarded in accordance with HUD guidance.

National Housing Trust Fund Action Plan §91.320(k)(5)

Distribution of HTF:

Iowa will not allocate funds to subgrantees for their distribution to owners/developers. Instead, IFA will distribute HTF funds directly to owner/developers of affordable housing. The HTF funds will be allocated on a competitive basis.

State of Iowa
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Application Requirements and Selection Criteria

The needs of extremely low-income renters, those with incomes below 30% of Area Median Income (AMI), are a high priority for IFA. Applications will be evaluated in accordance with need and scoring criteria that emphasizes other State priorities as outlined in the Annual Action Plan.

Applications will be awarded points in eight categories as follows: targeted populations, Great Places, Home Base Iowa community, fully accessible units, utilization of project-based rental subsidy, Opportunity Areas, leverage, and flexible tenant selection plans. The following scoring criteria will be utilized in these applications:

1. Targeted Populations 0 or 10 points

   Points will be awarded for projects targeting one of the following populations:

   - Homeless persons, including homeless individuals, families, youth and/or veterans
   - Persons with HIV/AIDS
   - Persons with disabilities
   - Persons with Substance Abuse Disorders
   - Survivors of Domestic Violence

2. Great Places 0 or 5 points

   IFA shall consult with the Department of Cultural Affairs to determine if a Project is within a jurisdiction that has been designated by the Iowa Great Places Board for participation in the program within the last three years, pursuant to Section 303.3C, subsection 4 of the Iowa Code.

3. Home Base Iowa Community 0 or 5 points

   Projects located within the jurisdiction of a current Home Base Iowa Community are eligible for points in this category.

4. Fully Accessible Units 0 or 10 points

   Twenty-five percent (25%) of the HTF-assisted units must be fully accessible (not adaptable) as shown in the plans submitted with the application. "Fully accessible unit"

means a unit designed and constructed for full accessibility in accordance with Section 1002 of the International Code Council (ICC) A117.1.

5. Utilization of Project-Based Assistance 0 to 15 points

Projects that have Federal Project-Based Rental Assistance, HUD-VASH Voucher Assistance or Local Project-Based PHA (Public Housing Authority) Voucher Assistance.

Federal Project-Based Rental Assistance:

At least seventy-five percent (75%) of the Project Units are covered by a project-based rental assistance contract.	15 points
At least fifty percent (50%) of the Project Units are covered by a project-based rental assistance contract.	10 points

Local Project-Based PHA Voucher Assistance & HUD-VASH Voucher Assistance:

At least twenty-five percent (25%) of the total Project Units are covered by a written commitment	15 points
At least fifteen percent (15%) of the total Project Units are covered by a written commitment.	10 points
At least five percent (5%) of the total Project Units are covered by a written commitment.	5 points

6. Opportunity Areas 0 to 10 points

Projects located in a census tract that is identified as a High or Very High Opportunity area as shown in the Application Package.

Very High Opportunity Area	10 points
High Opportunity Area	5 points

7. Leverage 0 to 15 points

The total amount of local, non-federal funds designated as leverage (as approved by IFA) will be divided by the amount of total HTF funds requested.

0 - 4% eligible HTF leverage	0 points
5 - 9% eligible HTF leverage	3 points
10 - 14% eligible HTF leverage	6 points
15 - 20% eligible HTF leverage	9 points
21% or more eligible HTF leverage	15 points

8. Flexible Tenant Selection Criteria 0 to 5 points

IFA will give preference in funding decisions to applicants who intend to create units for individuals or families who face multiple barriers to securing permanent housing. Multiple barriers may include poor credit, prior evictions, past criminal convictions, poor rental history, and multiple shelter placements.

Priority for Awarding Funding to Eligible Applicants

1. Geographic Diversity.

IFA will accept and consider proposals from across the state consistent with the state's certification to affirmatively further fair housing. The needs of very low-income and extremely low-income tenants across Iowa are a high priority; however, geographic location of a project will be considered as it relates to opportunity areas and location near other affordable projects.

The "high" and "very high" opportunity areas were calculated as part of the State of Iowa's Analysis of Impediments to Fair Housing Choice. HUD adapted the Communities of Opportunity model to calculate opportunity index scores for each census block group on six separate dimensions. Each dimension analyzed for Iowa's Analysis of Impediments to Fair Housing Choice includes a collection of variables describing conditions for each census tract in the State.

• **Prosperity** includes rates of family poverty and the receipt of public assistance (cash welfare, such as Temporary Assistance to Needy Families) to capture the magnitude of a given neighborhood's rate of poverty.

• **Labor Market Engagement** measures the level of employment, labor force participation, and education attainment in each neighborhood to describe its local human capital.

• **Job Access** gives each census tract a score based on distance to all job locations, weighting larger employment centers more heavily. The distance from any single job location is positively weighted by the number of job opportunities at that location and inversely weighted by the labor supply (competition) of the location.

• **Mobility** was calculated based on commute times and the percent of people who travel to work via public transit.

• **School Proficiency** uses the results of the Adequate Yearly Progress (AYP) test by elementary, middle, and high school students as a proxy for educational quality. Rates of proficient scores for all grades for both the reading and math exams are combined into one overall score for each school district.

• **Community Health** for a given tract was calculated as a function of the number of residents without health insurance and low food access ranking by the USDA.

The objective of pinpointing Opportunity Areas is to identify places that are good locations for investment that may not have been selected based on other criteria. This identification allows for balanced investment across neighborhoods that offer opportunities and advantages for families.

2. Applicant Capacity.

Applicants must demonstrate the ability to perform the tasks associated with the requirements of the HTF and complete the assisted project in a timely manner. During the competitive application review process, the capacity of the ownership entity and property management staff will be evaluated, taking into consideration experience with similar projects, experience utilizing HUD CPD funding, marketing experience, financial capacity, successful project closeouts, and other factors relevant to the role of the entity.

3. Project-Based Rental Assistance.

Applications for projects receiving Project-Based Rental Assistance will receive a significant number of points (up to 15) in the scoring criteria.

4. Duration of Affordability Period.

All HTF rental projects will have an affordability period of 30 years.

5. Priority housing needs.

High housing costs reduce economic opportunities, limit access to jobs and services, and restrict the ability of lower-income households, including the elderly and persons with disabilities, to live in safe and healthy homes in the communities and neighborhoods of their choice. Between 2000 and 2010 the population of Iowa grew 3% to 3,016,267 people which represented 1,215,954 households, a 5% increase in total households throughout the State. According to 2007-2011 CHAS data for Iowa, 224,370 households, 18% of the total households in the State, were in the low-income range of 51-80% HUD Area Median Family Income (HAMFI or AMI); 146,655 households, 12% of the total households in the State, were in the very low-income range of 31-50% AMI; and 135,840 households, 11% of the total households in the State, were extremely low-income at or below 30% AMI. Overall, 506,865 households in the State were at or below 80% of AMI, or 42% of the total households in the State.

6. Eligible Activities.

The application shall describe the activity to be funded with HTF. The Applicant must certify that the assisted units will comply with HTF requirements. Activities to be undertaken include new construction, adaptive reuse, and rehabilitation of rental housing.

7. Eligible Applicants.

Eligible applicants for HTF include owners or developers that may be a for-profit entity or a non-profit entity. The application will describe the project including building type, number of units, property type and proposed address. The application will also outline all sources of funds for the project as well as the uses for those funds.

The owner and development team must not be debarred or excluded from receiving federal assistance prior to selection or entering into a Written Agreement. Applicants and their development team will undergo an evaluation by IFA of their capacity, and the project is required to meet IFA's stringent underwriting criteria.

Eligible applicants will certify that housing units assisted with HTF will comply with HTF program requirements during the entire period which begins upon selection and ends upon the conclusion of all HTF-funded activities. Applicants shall demonstrate familiarity with requirements of other Federal, State or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements throughout the 30-year HTF affordability period.

Any person who is an employee, agent, consultant, officer, elected official, or appointed official of the State of Iowa, IFA, or state recipient or sub-recipient receiving HTF funds (collectively Non-eligible

Persons) shall not be eligible to receive HTF funds. This includes partnerships and corporations where the controlling partner, controlling member, or person(s) in control of such entity is a Non-eligible Person or Persons.

8. Performance Goals and Benchmarks.

Iowa will receive the minimum state grant amount of $3,000,000 in 2018. All HTF funds received in 2018 will be used to develop or preserve housing affordable to extremely low income families. As allowed under 24 CFR Part 93, 10 percent of the grant or $300,000 will be used for program planning and administration costs; up to one-third for operating cost assistance or operating cost assistance reserves; and the remaining funds will be used to provide capital funding for new construction, adaptive reuse, or rehabilitation of HTF units.

IFA anticipates completing 18 units of housing affordable to extremely low-income families. IFA expects to allocate funding for operating cost assistance or operating cost assistance reserves in accordance with HUD guidance. IFA reserves the right to reallocate uncommitted operating funds to capital costs if qualified applications for operating funds are insufficient to award all operating funds.

9. Maximum Per-Unit Development Subsidy Limits.

IFA has examined the development costs of several recently awarded LIHTC projects in nine distinct communities that are considered representative of the types of housing that will be developed with HTF funds, and has established the following HTF maximum subsidy limits for statewide use.

BR Size	Subsidy Limit
Efficiency	$102,700
1 BR	$134,300
2BR	$173,800
3BR	$205,400
4BR	$237,000

The method used for determining the subsidy limits is by multiplying the mean gross square foot development cost by the mean square foot unit size for all 11 awarded 2016 LIHTC projects including new, adaptive reuse, and rehab construction multi-family units. Subsidy limits will be calculated and updated annually. No significantly higher or lower cost development areas were observed when reviewing total development cost statewide. Exceptions to the established limits will not be allowed for any mitigating cost factors.

10. Rehabilitation Standards.

Properties served with HTF funds must comply with all applicable state and local codes, standards, and ordinances by project completion. In cases where standards differ, the most restrictive standard will apply. In the absence of a State or local building code, the International Residential Code or International Building Code of the International Code Council will apply.

Properties must meet local housing habitability or quality standards throughout the affordability period. If no such standards exist, HUD's Uniform Physical Conditions Standards (UPCS), as set forth in 24 CFR 5.705, will apply. All rehabilitation projects funded through the HTF program must follow Iowa's HTF Minimum Housing Rehabilitation Standards. These guidelines are available on the Iowa Finance Authority website: Iowa HTF Minimum Housing Rehabilitation Standards.

All projects with 26 or more units are required to have the useful remaining life of the major systems determined. Major systems include: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and air conditioning. If the useful remaining life of one or more major system(s) is less than the applicable effective period, the system(s) must be either included in the scope of work or a replacement reserve must be established and monthly deposits made to the reserve account to adequately repair or replace the systems as needed.

11. Resale and Recapture Provisions.

Not applicable. IFA will not use HTF to assist first-time homebuyers.

12. Affordable Homeownership Limits.

Not applicable. IFA will not use HTF for homebuyer assistance.

13. Limitation on Beneficiaries or Preferences.

As a matter of course, IFA will not limit the beneficiaries of the program or target specific sub-populations of extremely low-income households. IFA reserves the right to fund a project that targets a specific sub-population if the project merits an award.

14. Refinancing Existing Debt.

IFA will not use HTF to refinance existing debt.

IOWA FINANCE AUTHORITY

IOWA HOUSING TRUST FUND MINIMUM HOUSING REHABILITATION STANDARDS

October 2018

Iowa Housing Trust Fund
Minimum Housing Rehabilitation Standards

Table of Contents

I. Preface

This document is intended to provide the minimum acceptable standards for single and multifamily household dwelling units acquired and rehabilitated through the Iowa Finance Authority (IFA) federal Housing Trust Fund (HTF) program.

In addition to the requirements herein, the recipient shall meet local, state and federal standards that apply to the project. If requirements conflict between local jurisdictions and the requirements below, the stricter requirement shall be followed.

The current standards are:

1. 2015 International Building Code adopted and published by the International Code Council.
2. 2015 International Existing Building Code adopted and published by the International Code Council.
3. 2015 International Residential Code adopted and published by the International Code Council.
4. 2015 International Fire Code adopted and published by the International Code Council.
5. 2015 International Mechanical Code adopted and published by the International Code Council.
6. 2012 Uniform Plumbing Code adopted by the International Association of Plumbing and Mechanical Officials.
7. 2015 National Electric Code adopted by the National Electrical Code Committee and published by the National Fire Protection Association, Inc.
8. 2015 International Energy Conservation Code adopted by the International Code Council.
9. Iowa Administrative Code, including but not limited to the following Chapters: 300 (Administration), 301 (General Provisions), 302 (Accessibility of Building), 303 (Energy Conservation), and 350 (State Historic Building), and 25 (State Plumbing Code).
10. Uniform Federal Accessibility Standards provided in 24 CFR Part 8 and delineated in the American National Standards Institute Standard 2007 A117.1.
11. The Americans with Disabilities Act 1990 provided by the Federal Department of Justice.
12. Title VI of the Civil Rights Act of 1964,Section 109 of the Housing and Community Development Act of 1974, Title VIII of the Civil Rights Act of 1968, Section 3 of the Housing and Urban Development Act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973.
13. For adaptive reuse/rehabilitation, the Lead Base Paint Poisoning Prevention Act, the Department of Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of Lead Based Paint Hazards, Environmental Protection Administration (EPA) and Occupational Safety and Health Act (OSHA) provisions shall apply when applicable. Every dwelling is required to meet applicable provisions of the HUD Lead Safe Housing Rule found at 24 CFR part 35.

For adaptive reuse/rehabilitation, State Historic Preservation Office (SHPO) clearance, Section 106 of the National Historic Preservation Act, 36 CFR Part 800 for Projects receiving any grant or affecting properties listed in the National Register of Historic Places, or in a designated historic preservation district or zone.

Energy audits shall be conducted on all properties to be rehabilitated prior to generating the project specifications.

INSPECTIONS

All buildings must conform to HUD's Uniform Physical Condition Standards for Multifamily and Single Family Housing Rehabilitation. Inspections must verify that applicable conditions of the UPCS have been met.

A knowledgeable, independent inspector must thoroughly inspect each dwelling to verify the presence and condition of all components, systems and equipment of the dwelling. All components, systems and equipment of a dwelling referenced in this document shall be in good working order and condition and be capable of being used for the purpose in which they were intended and/or designed. Components, systems and/or equipment that are not in good working order and condition shall be repaired or replaced. When it is necessary to replace items (systems, components or equipment), the replacement items must conform to these standards. These standards also assume that the inspector will take into account any extraordinary circumstances of the occupants of the dwelling (e.g., physical disabilities) and reflect a means to address such circumstances in their inspection and in the preparation of a work write-up/project specifications for that dwelling.

All interior ceilings, walls and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing components or other serious damage. The roof must be structurally sound and weather-resistant. All exterior walls (including foundation walls) must not have any serious defects such as leaning, buckling, sagging, large holes, or defects that may result in the structure not being weather-resistant or that may result in air infiltration or vermin infestation. The condition of all interior and exterior stairs, halls, porches, walkways, etc. must not present a danger of tripping or falling. Outbuildings must conform to these standards or be removed from the property.

If an inspector determines that specific individual standards of this document cannot be achieved on any single dwelling due to it being structurally impossible and/or cost prohibitive, the inspector shall document the specific item(s) as non-conforming with these standards. The inspector shall prepare a list of any and all non-conforming items or non-conforming uses along with his/her recommendation to waive, or not-to-waive, the individual non-conforming items.

II. Definitions

A. Egress: A permanent and unobstructed means of exiting from the dwelling in an emergency escape or rescue situation.

B. Habitable Space (Room): Space (rooms) within the dwelling for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas (rooms) are not considered habitable spaces (rooms).

C. Energy Star Rated: Includes all systems, components, equipment, fixtures and appliances that meet strict energy efficiency performance criteria established, as a joint effort, by the federal Environmental Protection Agency, the U.S. Department of Energy and the U.S. Department of Housing and Urban Development and that carry the Energy Star label as evidence of meeting this criteria.

III. Minimum Standards for Basic Equipment and Facilities

A. Kitchens: All new refrigerators, dishwashers, washers and range hood exhaust fans must be Energy Star rated. Every dwelling shall have a kitchen room or kitchenette equipped with the following:

1. Kitchen Sink. The dwelling shall have a kitchen sink, connected to both hot and cold potable water supply lines under pressure and to the sanitary sewer waste line. When replacing such components, water supply shut off valves shall be installed. If the existing faucet is to remain, a 1.5 gallon per minute GPM flow restricting aerator shall be installed.

2. Oven and Stove or Range. The dwelling shall contain an oven and a stove or range (or microwave oven), supplied by the owner, either gas or electric, connected to the source of fuel or power, in good working order and capable of supplying the service for which it is intended.

3. Refrigerator. The dwelling shall contain a refrigerator, connected to the power supply, in good working order and capable of supplying the service for which it is intended.

4. Counter Space Area. Every kitchen or kitchenette shall have a minimum storage area of eight (8) square feet with a minimum vertical clearance of twelve inches (12") and a minimum width of twelve inches (12"). Every kitchen or kitchenette shall have a minimum of four (4) square feet of counter space. Countertops shall be plastic laminate or similarly durable material.

C. Toilet Room: Every dwelling shall contain a room which is equipped with a flush toilet and a lavatory. The flush water closet shall be connected to the cold potable water supply, under pressure, and to the sanitary sewer. The lavatory shall be connected to both a hot and cold potable water supply, under pressure, and connected to the sanitary sewer. When replacing such components, water supply shut off valves shall be installed. When replacing toilets, these will have a flush valve that uses less than or equal to 1.28gallons per flush. If the lavatory faucet is not being replaced then a 1.5 GPM flow restricting faucet aerator will be installed.

D. Bath Required: Every dwelling shall contain a bathtub and/or shower.

1. The bathtub and/or shower unit(s) need not be located in the same room as the flush water closet and lavatory. The bathtub and/or shower unit may be located in a separate room.
2. The bathtub and/or shower unit shall be connected to both hot and cold potable water supply lines, under pressure, and shall be connected to the sanitary sewer. All shower heads must be equal to or less than 1.5 GPM water flow. Shut off valves shall be installed on the water supply lines. All faucets, when replaced, shall be water balancing scald guard type faucets.

E. Privacy in Room(s) Containing Toilet and/or Bath: Every toilet room and/or every bathroom (the room or rooms containing the bathtub and/or shower unit) shall be contained in a room or rooms that afford privacy to a person in said room or rooms.

1. Every toilet room and/or bathroom shall have doors equipped with a privacy lock or latch in good working order.

F. Hot Water Supply: Every dwelling shall have supplied water-heating equipment (water heater and hot water supply lines) that is free of leaks, connected to the source of fuel or power, and is capable of heating water to be drawn for general usage.

1. No water heaters (except point-of-use water heaters) shall be allowed in the toilet rooms or bathrooms, bedrooms or sleeping rooms. No gas water heaters are allowed in a clothes closet(s).

2. All gas water heaters shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. Unlined brick chimneys must have a metal B-vent liner installed to meet manufacturer's venting requirements. If metal chimney venting cannot be added, a power vented water heater may be installed. Size of the B-vent is critical for proper venting. Install according to manufacturer's recommendations.

3. All water heaters shall be equipped with a pressure/temperature relief valve possessing a full-sized (non-reduced) rigid copper or steel discharge pipe to within six inches (6") of the floor. The steel discharge pipe shall not be threaded at the discharge end.

4. All water heaters must be installed to manufacturer's installation specifications.

5. Gas water heaters shall have an EF rating of .62 or higher and a recovery efficiency of .75 or better and/or meet Energy Star requirements at the time of installation. Electric water heaters shall have an EF of .93.

6. Where feasible, tankless water heaters may be installed in accordance with manufacturer's guidelines and sized to provide adequate hot water supply to all fixtures. Gas supply lines and or electrical capacity must be evaluated before installing tankless water heaters. Before installing, careful consideration should be made regarding supply and water temperature to owners.

G. Exits: Every exit from every dwelling shall comply with the following requirements:

1. In all houses and duplexes and any building with floors below the 3rd level having only one means of egress, every habitable room shall have two (2) independent and unobstructed means of egress. This is normally achieved through an entrance door and an egress window.

2. All above grade egress windows from habitable rooms shall have a net clear opening of 5.7 square feet. The minimum net clear opening width dimension shall not be less than twenty inches (20") wide, and the minimum net clear opening height dimension shall not be less the twenty-four inches (24") wide. Note that the combination of minimum window width and minimum window height opening size does not meet the 5.7 square feet requirements. Therefore, the window size will need to be greater than the minimum opening sizes in either width or height. Where windows are provided as a means of escape or rescue, they shall have a finished sill height of not more than forty-four inches (44") above the floor. Egress windows with a finished sill height of more than forty-four inches (44") shall have a permanently installed step platform that is in compliance with stair construction standards.

   All at grade egress windows from habitable rooms may be reduced in size to 5.0 square feet of operable window area, but the area must meet the minimum width and/or and height requirement restrictions of all egress windows.

   When windows are being replaced within existing openings, the existing window size shall be determined to be of sufficient size even if current window sizes do not meet current egress standards. However, if the specification writer determines that changing the window size is beneficial; such egress widow size modification will be allowed but not required. If new construction windows are being installed, these windows must meet all egress window requirements.

3. Inhabitable basements (or habitable rooms within a basement) where one means of egress is a window; the window shall have a net clear opening of 5.0 square feet. The window shall open directly to the street or yard, or where such egress window has a finished sill height that is below the adjacent ground elevation shall have an egress window/area well. The egress window/area well shall provide a minimum accessible net clear opening of nine square feet that includes a minimum horizontal dimension of thirty-six inches (36") from the window. Egress window/area wells with a depth of more than forty-four inches (44") shall be equipped with an affixed ladder or stairs that are accessible with the window in the fully opened position. Such ladder will have rungs at twelve inches (12") on-center and projecting out a minimum of three inches from the side of the window well.

Stairs: If replacing existing stairs, stairs will need to conform a to new construction standards, All new stairs (interior and exterior stairways) in new construction shall comply with current codes and with the following requirements:

4. All stairways and steps of four (4) or more risers shall have at least one (1) handrail. All stairways and steps which are five (5) feet or more in width shall have a handrail on each side.

5. All handrails shall be installed not less than thirty-four inches (34”) nor more than thirty-eight inches (38”), measured plumb, above the nosing of the stair treads. Handrails adjacent to a wall shall have a space of not less than one and one-half inches (1 1/2”) between the wall and the handrail. All handrails shall be turned back into the wall on railing ends. The size of a round railing must be a minimum of one and one quarter inches (1.25”), but not more than two inches (2”). Railings must be continuous from the top riser to the bottom riser.

6. Porches, balconies or raised floor surfaces, including stairway riser and/or landing, located more than thirty inches (30”) above the floor or the grade, shall have guardrails installed that are not less than forty-two inches (42) in height. Open guardrails and stair railings shall have intermediate rails or ornamental pattern such that a sphere four inches (4”) in diameter cannot pass through.

7. All stairs and steps shall have a riser height of not more than eight inches (8”) and a tread depth of not less than nine inches (9”).

I. Smoke Detectors: All smoke detectors shall be dual sensor detectors. They shall be hard-wired with battery back-up and interconnected with building fire alarm systems where those occur. Smoke detectors shall be located as follows:

a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms,
b. In each room used for sleeping purposes, and
c. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

All smoke detectors shall be installed per manufacturer’s installation instructions.

J. Carbon Monoxide Detectors: Where a heating system source, other than solid fuel burning appliances (e.g., wood stoves), and/or water heater that burns solid, liquid or gaseous fuels is located horizontally adjacent to any habitable room, a hard-wired with battery back-up carbon monoxide detector is required and is to be installed per the manufacturer’s instructions. Any dwelling that has a fuel source heating system (not electric), other solid fuel burning appliances (e.g., wood stoves, pellet, or corn stoves), and/or fuel source water heater (not electric), a hard-wired with battery back-up combination smoke alarm/carbon monoxide detector is required to be installed per the manufacturer’s instructions on the main living area floor.

IV. Minimum Standards for Ventilation

A. In general, sufficient ventilation shall be present to ensure adequate air circulation in the dwelling.

~~B.~~ Every habitable room shall have at least one (1) exterior operable window. All operable windows shall be capable of being easily opened and held in an open position by window hardware. All operable exterior windows shall be provided with screens if none exist. ~~Half screens on windows are allowable.~~

C. Bathrooms, including toilet rooms, shall be provided with a mechanical means of ventilation that is rated at 100 CFM or greater. Fans shall be Energy Star rated and shall be ducted to the outside of the dwelling. All bathroom fans will be installed on a 20-minute timer for the fan and a regular switch for the light.

D. Attic Ventilation:

1. When using roof vents without soffit vents and without a ceiling vapor barrier, sufficient vents shall be used to provide one (1) square foot of free vent area for each one hundred fifty (150) square feet of ceiling area.

2. When using roof vents without soffit vents with a ceiling vapor barrier, sufficient vents shall be used to provide one square foot of free vent area for each three hundred (300) square feet of ceiling area.

3. When using a combination of roof and soffit vents and no ceiling vapor barrier, sufficient vents shall be used to provide one (1) square foot of free vent area for each three hundred (300) square feet of ceiling area. Vents shall be installed with no less than fifty percent (50%) nor more than eighty percent (80%) of the total vent area in the roof near the peak with the balance of vents in the soffit.

4. To conserve energy, power roof ventilation systems will be used only as a method of last resort. Roof ventilation should be accomplished through correctly sized gable vents, ridge vents, and/or roof pod ventilation systems, and soffit vents.

V. Minimum Standards for Electrical Service

Iowa Code 103 requires electricians and electrical contractors to have an electrical contractor, class A master electrician or a class B master electrician license to ~~(for another)~~ plan, lay out, or supervise the installation of wiring, apparatus, or equipment for electrical light, heat, power, and other purpose. Persons licensed as Class A journeymen electricians or Class B journeymen electricians must be employed by an electrical contractor or work under the supervision of a class A master electrician or a class B master electrician. A person who is not licensed pursuant to Chapter 103 may plan, lay out, or install electrical wiring, apparatus, and equipment for components of alarm systems that operate at seventy (70) volt/amps (VA) or less, only if the person is certified to conduct such work pursuant to Chapter 100c.

A. Minimum Electrical Service:

1. Every dwelling unit, at a minimum, shall have a 100 ampere breaker controlled electrical panel. All electrical work shall be in compliance with adopted State electrical code requirements. The panel, service mast, etc. shall also be installed to local utility company requirements.

B. Convenience Outlets:

1. Every habitable room within the dwelling shall contain at least two (2) separate duplex, wall-type electrical outlets. Placement of such outlets shall be on separate walls. All newly installed receptacles shall be grounded duplex receptacles or ground fault circuit interrupter (GFCI) protected. New construction shall comply with the applicable code for spacing of receptacles. All receptacles in new construction shall be a minimum of 15″ off the floor.

2. All electrical outlets used in bathrooms and toilet rooms, all outlets within six foot (6’-0”) of a water source (excluding equipment circuits for clothes washing machines and sump pumps), outlets located on open porches or breezeways, exterior outlets, outlets located in garages and in non-habitable basements, except those electrical outlets that are dedicated appliance outlets and all kitchen receptacles serving the countertop area shall be GFCI protected. All exterior receptacles shall be covered by a receptacle cover such that when a cord is plugged in, the GFCI outlet will stay covered and protected.

3. All electrical outlets carrying heavy appliance loads (i.e., window air conditioning units, central air-conditioning units where they exist, refrigerators, freezers, electric stoves, microwaves, clothes washing machines, dish washing machines, electric clothes dryers, furnaces, etc.) shall be on a dedicated circuit of the proper amperage and wire size.

Unfinished basements shall have a minimum of one (1) GFCI wall-type electrical receptacle. Such receptacle shall be within twenty feet (20') of the furnace.

4. All knob and tube wiring shall be removed or abandoned and replaced with type NM cable (Romex) or as required by code.

5. All broken, damaged or nonfunctioning switches or outlets shall be replaced. All fixtures and wiring shall be adequately installed to ensure safety from fire so far as visible components are observed.

6. All missing or broken switch and outlet covers (including junction boxes) shall be replaced. Each receptacle or switch located on an exterior wall shall have a foam seal placed under the cover.

C. Lighting:

1. Every habitable room and every bathroom (including toilet room), laundry room, furnace or utility room, and hallway shall have at least one (1) ceiling or wall-type electric light fixture, controlled by a remote wall switch. Habitable rooms (except kitchens or kitchenettes) may have a wall-type electrical outlet controlled by a remote wall switch in lieu of a ceiling or wall- type light fixture. Energy efficient fixtures that meet Energy Star ratings and compact florescent or LED bulbs shall be installed in all new fixture installations.

2. Basements with no habitable rooms shall have a light illuminating the stairs with a switch controlling the light located at the top of the stairs. Basements with habitable rooms shall have at least one light fixture controlled by a remote wall switch at the top and bottom of the stairs. If new fixtures are being installed, Energy Star rated fixtures shall be installed with compact florescent or LED bulbs.

3. Porcelain type fixtures with pull chains are acceptable for use in unfinished basements (except for the one controlled by a remote wall switch), cellars and attics.

4. All pendant type lighting fixtures that are supported only by the electrical supply wire shall be removed or replaced. If replaced, replace with Energy Star rated fixtures.

5. All closet lights shall be covered.

VI. Minimum Standards for Heating Systems

A. Heating System: All heating systems (and central air-conditioning systems where they exist) shall be capable of safely and adequately heating (or cooling as applicable) for all living space.

B. Cooling System: Non-working or improperly functioning central air conditioning systems shall be replaced as part of the rehabilitation work. The installation of a central air conditioning system, where it currently does not exist, is permissible where feasible and practical.

C. Requirements for Heating and or Cooling Systems:

1. All existing heating systems, including but not limited to, chimneys and flues, cut-off valves and switches, limit controls, heat exchangers, burners, combustion and ventilation air, relief valves, drip legs and air, hot water, or steam delivery

components (ducts, piping, etc.) that are not being replaced, shall be inspected by competent personnel with the proper certifications to perform the required inspections. Components inspected must be determined to be in a safe and proper functioning condition at the time of inspection, by means of written project file documentation.

2. Every heating system burning solid, liquid or gaseous fuels shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. The heating system chimney and/or flue shall be of such design to assure proper draft and shall be adequately supported.

3. No heating system source burning solid, liquid or gaseous fuels shall be located in any habitable room or bathroom, including any toilet room.

4. Every fuel burning appliance (solid, liquid or gaseous fuels) shall have adequate combustion air and ventilation air. All new furnaces will have sealed combustion with combustion air brought in from the exterior of the house and installed in accordance with manufacturer's guidelines.

5. Every heat duct, steam pipe and hot water pipe shall be free of leaks and shall function such that an adequate amount of heat is delivered where intended. All accessible duct joints must be sealed. Newly installed ductwork must also be sealed. All accessible steam piping and hot water piping must be installed and sealed with approved materials.

6. Every seal between any of the sections of the heating source(s) shall be air-tight so that noxious gases and fumes will not escape into the dwelling.

7. No space heater shall be of a portable type.

8. Minimum requirements for forced air furnaces, when installed, will be no less than a ninety-two percent (92%) AFUE, or the minimum AFUE, if greater than ninety-two percent (92%), to obtain a local utility rebate (Energy Star rated for northern climates). Also install a digital programmable thermostat. Condensate lines shall drain to a floor drain or have a condensate pump installed and piped to discharge. All furnace duct work shall be equipped with an air filter clean out location that has a tight fitting cover installed over it.

9. All boilers, when replaced, will be no less than eighty-seven percent (87%) AFUE rating. All combustion air will be from the exterior of the house. The addition of zone valves may be useful to reduce energy cost. Heat lines shall be insulated with approved material. Programmable thermostats will be installed.

10. A/C units, if added or replaced, shall not be less than 13 SEER, (14.5 SEER and 9.25 HSPF) for heat pumps. All units shall be installed, when possible, on either the north or east side of the dwelling or in an area that will provide shade for the unit. The correct coil will be installed that is compatible with both the furnace and A/C unit.

    Homeowners who use window air conditioners will be encouraged to purchase 10.7 SEER Energy Star rated air conditioners. No window A/C units may be purchased with HTF funds. No window units may be provided in new construction.

11. All wood, pellet, corn, switch grass, hydrogen, or other biomass fuel stoves must be installed to manufacturer's guidelines. Where such guidelines are not available, the heating unit will be removed. Venting and combustion air must be installed in accordance with manufacturer's requirements.

12. The installation of Energy Star rated ceiling fans will be encouraged in general living areas. Fans must be installed to manufacturer's requirements.

D. Energy Conservation

1. All structures shall comply with certain energy conservation measures (U.S. Department of Energy recommendations). These measures include, but are not necessarily limited to, the following:

   a. The provision of insulation at various locations and at the following recommended resistance factors (R-values). Insulation shall be primarily made from recycled glass or newspaper when available.

      i. Ceilings – R-49 or as close as possible to these requirements where sloped ceilings exist.
      ii. Crawl Spaces walls – R-19
      iii. Band Joists – R–19
      iv. Floors – R-30

   b. When siding is being replaced and/or interior wall finishes of exterior walls are being replaced on a dwelling, such exterior walls are to be provided with insulation and at the recommended resistance factor (R-value) of R-13, or higher if that is allowed by the stud cavity space. In addition, an air infiltration barrier, such as Tyvek or approved equal, shall be installed on all exterior walls. If new walls are being framed and insulated, the minimum R factor is R-20 or R-13 plus R-5 foam.

   c. The installation of weather stripping at all exterior doors, windows, ground-entry basement doors, etc. is required. Doors, when replaced, shall be a metal clad insulated door, thermally broken, (Energy Star rated). Storm doors are encouraged, but not required. Door jams will be sealed and thresholds will be caulked.

   d. Provide caulking in new work around exterior doors and windows, at the foundation/sill plate union, and at other air-infiltration areas.

   e. Windows must be current Energy Star rated for climate (5) or (6) as applicable. All storm windows will be removed from heated areas of the home when windows are replaced. All rope weight openings will be insulated and all new windows will have the window jamb sealed.

   f. All heat ducts and hot water or steam heat distribution piping shall be insulated or otherwise protected from heat loss where such ducts or piping runs are located in unheated spaces. Similarly, distribution piping for general use hot water shall also be protected from heat loss where such piping is located in unheated spaces. All water distribution piping shall be protected from freezing.

   g. Attic access passage ways (scuttle holes) shall be no less than twenty-two inches (22”) by thirty inches (30”) or the size of original construction. If it is impossible to conform to this standard, the largest attic access hole possible will be installed. Scuttle holes shall extend a minimum of fourteen inches (14”) above the ceiling. Weather stripping shall be installed at the top of this fourteen inch (14”) inch scuttle hole extension and shall be covered with three-quarter inch (¾”) plywood or OSB covered by two inch (2”), R-10, foam. The gypsum opening on the ceiling will also be weather stripped and covered with four inches (4”) of foam. Both doors will be made to sit tight against the weather stripping.

VII. Minimum Standards for the Interiors of Structures

A. Interior Walls, Floors, Ceilings, Doors and Windows:

1. All interior walls, floors, ceilings, doors and windows shall be capable of being kept in a clean and sanitary condition by the occupant.

2. Every bathroom and/or toilet room and utility room floor surface shall be a sheet product, (vinyl or similar) impervious to water and can easily be kept in a clean and sanitary condition by the homebuyer. Kitchen floors may be VCT or LVT

3. All interior doors shall be capable of affording the privacy for which they are intended.

4. The dwelling must have at least one (1) bedroom or living/sleeping room for each two (2) persons. Children of the opposite sex, other than very young children, shall not be required to occupy the same bedroom or living/sleeping room.

5. No dwelling containing two (2) or more bedrooms shall have a room arrangement that access to a bathroom, toilet room, or a bedroom can be achieved only by going through another bathroom, toilet room, or another bedroom.

6. All paints, stains, varnishes, lacquers and other finishes used shall be low or no VOC paint finishes and installed as required by the manufacture. All interior paints and primers shall comply with Green Seal standards for low VOC limits. All adhesives shall comply with Rule 1168 of the South Coast Air Quality Management District. All caulks and sealants shall comply with Regulation 8, Rule 51 of the Bay Area Air Quality Management District.

VIII. Minimum Standards for the Exterior of Structures

A. Foundations, Exterior Walls, Roofs, Soffits and Fascia:

1. Every foundation, exterior wall, roof, soffit and fascia shall be made weather resistant. Products for exterior walls, roofs, soffits, and fascia shall be installed in accordance with the manufacturer's guidelines. New foundations shall be insulated per Energy Star requirements.

2. Roof replacement shall be installed in accordance with the manufacturer's requirements. When installing asphalt or fiberglass shingles, a minimum of a 30-year shingle shall be used. Other products such as metal roofing may be considered.

B. Drainage:

1. All rainwater shall be conveyed and drained away from every roof so as not to cause wetness or dampness in the structure. Roof drainage systems shall not be connected to a sanitary sewer.

2. The ground around the dwelling shall be sloped away from foundation walls to divert water away from the structure.

C. Windows, Exterior Doors and Basement Entries
(Including Cellar Hatchways):

1. Every window, exterior door, basement entry and cellar hatchway shall be tight fitting within their frames, be rodent-proof, insect-proof and be weatherproof such that water and surface drainage is prevented from entering the dwelling. In addition, the following requirements shall also be met:

a. All exterior doors and windows shall be equipped with security locks. Provide a one inch (1") throw deadbolt and lockset at entry doors and other exterior swing doors.

b. Every window sash shall be fully equipped with glass window panes which are without cracks or holes. Every window sash to be replaced shall use Energy Star rated glass for northern climate windows. Stained or leaded glass found to be historically significant may be protected by a fixed low-E glass storm window. Every window sash shall fit tightly within its frame, and be secured in a manner consistent with the window design. All window jambs will be sealed. All rope weight openings shall be insulated before installing the new window.

c. Storm doors, when installed, shall be equipped with a self-closing device.

d. Every exterior door, when closed, shall fit properly within its frame and shall have door hinges and security locks or latches. All exterior doors will be no less than metal clad insulated (foam filled) doors. All jambs and thresholds will be sealed.

e. Every required exterior exit door shall be not less than three feet (3'-0") in width and not less than six feet, six inches (6'8") in height. Existing door sizes will be grandfathered, but at least one exterior door that is not less than thirty-six inches (36") wide and no less than six feet, eight inches (6'8") high shall be provided.

IX. Minimum Space, Use and Location Requirements

A. No habitable room in a dwelling shall have a ceiling height of less than seven feet, six inches (7'6"). The floor area of any room where the ceiling height is less than five feet (5'0") in height shall not be considered floor area in computing the total floor area of the room.

B. A minimum ceiling height of seven feet (7'-0") is acceptable in bathrooms, laundry and storage rooms.

C. All habitable rooms, except kitchens and/or kitchenettes, shall have a minimum width of seven feet (7'0").

D. Habitable Basement Space:

No basement space shall be used as habitable space unless all habitable space requirements are met and all of the following requirements are met:

1. The floor and walls are waterproof or damp proof construction.

2. Such habitable space has a hard surfaced floor of concrete or masonry.

3. Such space shall have a minimum of two (2) exits. In addition to the stairs, this would normally consist of one (1) egress window.

X. Minimum Standards for Plumbing Systems

A. All dwelling plumbing systems shall be capable of safely and adequately providing a water supply and wastewater disposal for all plumbing fixtures. Every dwelling plumbing system shall comply with the following requirements.

1. All existing plumbing systems and plumbing system components shall be free of leaks. When repairing or adding to such systems, any type of pipe allowed by the State plumbing code shall be allowed. Where local codes are stricter, those must be followed.

2. All new plumbing system piping and layout shall comply with the Uniform Plumbing Code. Existing to remain shall be of adequate size to deliver water to plumbing fixtures and to convey wastewater from plumbing fixtures (including proper slope of wastewater piping).

3. All plumbing fixtures shall be in good condition, free of cracks and defects, and capable of being used for the purpose in which they were intended.

4. The plumbing system shall be vented in a manner that allows the wastewater system to function at atmospheric pressure and prevents the siphoning of water from fixtures. Venting by mechanical vents WHERE accepted by local jurisdictions is OK as an alternative to exterior atmospheric venting.

5. All fixtures that discharge wastewater shall contain, or be discharged through, a trap that prevents the entry of sewer gas into the dwelling.

6. All plumbing system piping and fixtures shall be installed in a manner that prevents the system, or any component of the system, from freezing. Plumbing in exterior walls should be avoided. When it can't be avoided, pipes in exterior walls must be protected from freezing with heat tape or other measures.

7. All plumbing fixtures and water connections shall be installed in such a way as to prevent the backflow of water from the system into the plumbing system's water source.

8. All faucets shall have aerators that restrict water flow to 1.5 GPM. Toilets, when installed, shall only use 1.28 gallons per flush, or less.

9. Valves shall be installed with the valve in the upright position. When replacing valves, the use of a full port ball-valve shall be encouraged.

10. A radon mitigation system complying with ASTM E1465-08a shall be installed in all new construction projects.

XI. Minimum Standards for Potable Water Supply

A. Every dwelling shall be connected to an approved (by the jurisdiction having authority) potable water source.

B. All potable water fixtures and equipment shall be installed in such a manner as to make it impossible for used, unclean, polluted or contaminated water, mixtures or substances to enter any portion of the potable water system piping. All equipment and fixtures shall be installed with air gaps (traps) to prevent back siphoning. All outlets with hose threads (except those serving a clothes washing machine) shall have a vacuum breaker for use with the application. No water piping supplied by a private water supply system shall be connected to any other source of water supply without the approval of the jurisdiction having authority over the installation.

C. All unused wells on the property shall be abandoned and plugged in accordance with any local, county or State requirements having jurisdiction. All cisterns shall be drained and filled, and if applicable, in accordance with any local or county requirements having jurisdiction.

XII. Minimum Standards for Connection to Sanitary Sewer

A. Every dwelling shall be connected to an approved (by the jurisdiction having authority) sanitary sewer system.

XIII. Minimum Standards for Health and Safety

A. In addition to the above minimum standards, the work must address minimum standards for health and safety. The physical inspection protocol that IFA utilizes for this purpose is the Uniform Physical Condition Standards (UPCS). HUD has produced a Dictionary of Deficiency Definitions for the UPCS that explains what exact deficiencies are considered to be noncompliant. The UPCS Dictionary then defines very specific severity levels for physical problems on a scale from 1 to 3 (with 3 being the most severe). The Dictionary also defines issues that are "Hazards (Health and Safety)" concerns. Every dwelling shall be free of "Hazards (Health and Safety)", which must be addressed in the work write-up and cured immediately if the housing is occupied at the time of rehabilitation.

In addition to addressing all "Hazards (Health and Safety)", all Level 2 deficiencies must be addressed in the work write-up and cured by the completion of the rehabilitation. The decision to include Level 1 deficiencies in the work write-up will require discretion by the inspector and the IFA project manager based upon knowledge of the property use, specific conditions, and financial resources available to the project.

The UPCS Dictionary has been cut and paste from the Federal Register / Vol. 77, No. 154 / Thursday, August 9, 2012 / Notices and is attached as Appendix **A** below.

Appendix A

Revised Dictionary of Deficiency Definitions

Reference: Federal Register / Vol. 77, No. 154 / Thursday, August 9, 2012 / Notices

SITE INSPECTABLE ITEMS

Items to inspect for "Site" are as follows:

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

Fencing and Gates (Site)

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

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

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

This inspectable item can have the following deficiencies:

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

Holes/Missing Sections/Damaged/Falling/Leaning – Non-security/Non-safety (Fencing and Gates – Site)

Deficiency: A non-security/non-safety (for example, privacy/decorative) fence or gate is rusted, deteriorated, uprooted, missing or contains holes.

Note:

1. Gates for swimming pool fences are covered in another section, "Pools and Related Structures (Common Areas)."
2. Fences designed for security/safety are addressed under "Holes/Missing Sections/Damaged/Falling/Leaning – Security/Safety (Fencing and Gates – Sites)."

Level of Deficiency:

Level 1: N/A

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

Level 3: N/A

Comment:

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

Holes/Missing Sections/Damaged/Falling/Leaning – Security/Safety (Fencing and Gates – Site)

Deficiency: A security/safety (i.e., perimeter/security) fence or gate is rusted, deteriorated, uprooted or missing such that it may threaten security, health or safety.

Note:

1. Do not evaluate the fence under this item if the fence or gate is not designed for security/safety, such as keeping intruders or children out. Refer to "Holes/Missing Sections/Damaged/Falling/Leaning – Non-Security/Non-Safety (Fencing and Gates – Sites)."
2. Security/safety fences include perimeter fences that are designed to keep people in and/or out as well as fences around playgrounds, etc.
3. Fences less than 4 feet in height are to be addressed under non-security fences.
4. Gates for swimming pool fences are covered in another section, "Pools and Related Structures (Common Areas)."

Level of Deficiency:

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

Level 2: A security/safety fence or gate contains small holes or related damage as defined above (smaller than 12 inches by 12 inches) in more than 25% of the fence.

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

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

Grounds (Site)

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

This inspectable item can have the following deficiencies:

- Erosion/Rutting Areas
- Overgrown/Penetrating Vegetation

- Ponding/Site Drainage

Erosion/Rutting Areas (Grounds – Site)

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

- Collection or removal of surface material.

-OR-

- Sunken tracks, ruts, grooves, or depressions.

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

Level of Deficiency:

Level 1: N/A

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

-OR-

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

Level 3: Runoff has extensively displaced soil, which has caused visible damage or the potential failure of adjoining structures or systems, such as pipes, pavements, foundations, building, etc.

-OR-

Advanced erosion threatens the safety of pedestrians or makes an area of the grounds unusable.

-OR-

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

Overgrown/Penetrating Vegetation (Grounds – Site)

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

Level of Deficiency:

Level 1: N/A

Level 2: Vegetation is extensive and dense; it is difficult to see broken glass, holes, and other hazards.

-OR-

Vegetation contacts or penetrates an unintended surface, such as buildings, gutters, fences/walls, roofs, HVAC units, etc., but you see no visible damage.

-OR-

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

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

Ponding/Site Drainage (Grounds – Site)

Deficiency: Water or ice has collected in a depression or on ground where ponding was not intended.

Note:

1. This does not include detention/retention basins or ponding on paved areas, such as parking lots:
   - Detention/retention basins are covered in "Storm Drainage (Site)."
   - Ponding on paved areas is covered in "Parking Lots/Driveways/Roads (Site)."
2. If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding.
3. Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

Level of Deficiency:

Level 1: N/A

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

Level 3: There is an accumulation of more than 5 inches deep over 100 square feet.

-OR-

Accumulation has made a large section of the grounds, more than 20%, unusable for its intended purpose. For example, ponding has made a recreational field unusable.

Mailboxes/Project Signs (Site)

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

This inspectable item can have the following deficiencies:

- Mailbox Missing/Damaged
- Signs Damaged

Mailbox Missing/Damaged (Mailboxes/Project Signs – Site)

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

Note: Do not inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service "blue boxes."

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

-OR-

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

Signs Damaged (Mailboxes/Project Signs – Site)

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

Level of Deficiency:

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

Level 2: N/A

Level 3: N/A

Market Appeal (Site)

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

This inspectable item can have the following deficiencies:

- Graffiti
- Litter

Graffiti (Market Appeal – Site)

Deficiency: You see crude inscriptions or drawings scratched, painted, or sprayed on a building surface, retaining wall, or fence that the public can see from 30 feet away.

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

Level of Deficiency:

Level 1: You see graffiti in 1 place.

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

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

Litter (Market Appeal – Site)

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: You see excessive litter on the property.

Level 3: N/A

Parking Lots/Driveways/Roads (Site)

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

This inspectable item can have the following deficiencies:

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

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

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

Note:

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

Level of Deficiency:

Level 1: N/A

Level 2: Damaged pavement as defined above greater than ¾ inch, cracks, settlement, hinging/tilting, loose materials, pot holes, or missing section(s) that affect traffic ability over more than 10% of the property's parking lots/driveways/roads. Note a deficiency if you see cracks on more than 10% of the paved area.

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

Comment:

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

Ponding (Parking Lots/Driveways/Roads – Site)

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

Note:

1. Consider the impact of any measurable precipitation, 1/10 inch or more, during the last 48 hours. Note the deficiency only if there is clear evidence that the ponding is a persistent or long-standing problem.
2. For parking lots/driveways/roads only, note a deficiency if you see ponding on more than 5% of the paved area.

Level of Deficiency:

Level 1: N/A

Level 2: Between 1 and 3 inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway/road. The parking lot/driveway/road is passable.

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

Play Areas and Equipment (Site)

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

This inspectable item can have the following deficiencies:

- Damaged/Broken Equipment
- Deteriorated Play Area Surface

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

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

Note: Do not evaluate equipment that the POA states have been withdrawn from service, except when safety is still a concern, such as sharp edges, dangerous leaning, etc. For example, if the POA removed the net and hoop from a basketball backboard and the backboard poses no safety hazards, it is not a deficiency.

Level of Deficiency:

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

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

Level 3: You see equipment that poses a threat to safety and could cause injury.

Deteriorated Play Area Surface (Play Areas and Equipment – Site)

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

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

Refuse Disposal (Site)

Collection areas for trash/garbage common pick-up.

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

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

- Broken or damaged, including its walls.

-OR-

- Too small to properly store refuse until disposal.

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

Level of Deficiency:

Level 1: N/A

Level 2: A single wall or gate of the enclosure has collapsed or is leaning and is in danger of falling.

-OR-

Trash cannot be stored in the designated area because it is too small to store refuse until disposal.

Level 3: N/A

Retaining Walls (Site)

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

Damaged/Falling/Leaning (Retaining Walls – Site)

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

Level of Deficiency:

Level 1: A retaining wall shows some signs of deterioration, damage, falling or leaning, but it still functions as it should, and it is not a safety risk.

Level 2: N/A

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

Storm Drainage (Site)

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

Damaged/Obstructed (Storm Drainage – Site)

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

Level of Deficiency:

Level 1: N/A

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

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

- Backups into adjacent area(s).

-OR-

- Runoffs into areas where runoffs are not intended.

Walkways/Steps (Site)

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

This inspectable item can have the following deficiencies:

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

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

Deficiency: The handrail is damaged or missing.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The handrail for 4 or more stairs is missing, damaged, loose, or otherwise unusable.

Cracks/Settlement/Heaving (Walkways/Steps – Site)

Deficiency:

- Visible faults in the pavement: longitudinal, lateral, alligator, etc.

-OR-

- Pavement that sinks or rises because of the failure of sub-base materials.

Note:

1. Do not include cracks on parking lots/driveways or roads.
2. For this to be a Level 2 deficiency, 5% of the walkways must be impacted, for example, 50 out of 1,000 square feet.
3. Relief joints are there by design; do not consider them cracks.
4. Repaired/sealed cracks should not be considered a deficiency.

Level of Deficiency:

Level 1: N/A

Level 2: Damaged, as defined above, is greater than ¾ inch, hinging/tilting, or missing section(s) that affect more than 5% of the property's walkways/steps.

Level 3: N/A

Comment:

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

Spalling (Walkways/Steps – Site)

Deficiency: A concrete or masonry walkway is flaking, chipping, or crumbling, possibly exposing underlying reinforcing material. This is a defect if 5% or more of the property's walkways/steps are affected. For example, 50 square feet out of 1,000 square feet.

Note: When observing traffic ability, consider the capacity to support people on foot, in wheelchairs, and using walkers.

Level of Deficiency:

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

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

Level 3: N/A

BUILDING EXTERIOR INSPECTABLE ITEMS

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

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

Doors (Building Exterior)

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

Note: This does not include unit doors.

This inspectable item can have the following deficiencies:

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

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

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

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

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

Damaged Hardware/Locks (Doors – Building Exterior)

Deficiency: The attachments to a door that provide hinging, hanging, opening, closing, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.
Note:

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

Level of Deficiency:

Level 1: N/A

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

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

-OR-

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

Comment:

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

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

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

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

-OR-

- May compromise building security.

Level of Deficiency:

Level 1: N/A

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

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

-OR-

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

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

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

Level of Deficiency:

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

Level 2: N/A

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

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Missing Door (Doors – Building Exterior)

Deficiency: A door is missing.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: A single missing building exterior door.

Comment:

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

FHEO/UFAS (Building Exterior)

This inspectable item can have the following deficiencies:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

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

Deficiency: Verify that there is an accessible route to and from the main ground floor entrance for every building inspected. Accessible routes include level surface to the door, ramps, etc.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: There is not an accessible route.

Fire Escapes (Building Exterior)

All buildings must have acceptable fire exits. This includes both stairway access doors and external exits. These can include external fire escapes, fire towers, operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground.

This inspectable item can have the following deficiencies:

- Blocked Egress/Ladders
- Visibly Missing Components

Blocked Egress/Ladders (Fire Escapes – Building Exterior)

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Visibly Missing Components (Fire Escapes – Building Exterior)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Foundations (Building Exterior)

Lowest level structural wall or floor responsible for transferring the building's load to the appropriate footings and soil. Materials may include concrete, stone, masonry and wood.

This inspectable item can have the following deficiencies:

- Cracks/Gaps
- Spalling/Exposed Rebar

Cracks/Gaps (Foundations – Building Exterior)

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

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

Level of Deficiency:

Level 1: N/A

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

-OR-

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

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

-OR-

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

-OR-

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

Comment:

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

Spalling/Exposed Rebar (Foundations – Building Exterior)

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

Level of Deficiency:

Level 1: N/A

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

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

-OR-

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

Comment:

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

Lighting (Building Exterior)

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

Broken Fixtures/Bulbs (Lighting – Building Exterior)

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

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

Level of Deficiency:

Level 1: N/A

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

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

-OR-

The condition constitutes an obvious safety hazard.

Comment:

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

Roofs (Building Exterior)

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

This inspectable item can have the following deficiencies:

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

Damaged/Clogged Drains (Roofs – Building Exterior)

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

Note:

1. This does not include gutters and downspouts. For these, see "Missing/ Damaged Components from Downspout/Gutter (Roofs – Building Exterior)."
2. If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

Level of Deficiency:

Level 1: N/A

Level 2: You see debris around or in a drain, but no evidence of ponding.

-OR-

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

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

Comment:

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

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

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

Level of Deficiency:

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

Level 2: N/A

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

Comment:

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

Damaged Vents (Roofs – Building Exterior)

Deficiency: Damaged vents on or extending through the roof surface or components are damaged or missing. Vents include ridge vents, gable vents, plumbing vents, gas vents, and others.

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

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

Level of Deficiency:

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

Level 2: N/A

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

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

Deficiency: In the membrane or flashing, you see damage that is a rip or tear, including punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen, and similar materials are all subject to tears and punctures.

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

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

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

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

Level of Deficiency:

Level 1: Splashblocks are missing or damaged.

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

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

Missing/Damaged Shingles (Roofs – Building Exterior)

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

Note: A square is 100 square feet.

Level of Deficiency:

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

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

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

Comment:

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

Ponding (Roofs – Building Exterior)

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

Note: If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

Walls (Building Exterior)

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

Note: This does not include foundation walls.

This inspectable item can have the following deficiencies:

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

Cracks/Gaps (Walls – Building Exterior)

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

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

Level of Deficiency:

Level 1: N/A

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

-OR-

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

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

-OR-

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

-OR-

You see sections of the wall that are broken apart.

Comment:

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

Damaged Chimneys (Walls – Building Exterior)

Deficiency: The chimney, including the part that extends above the roofline, has separated from the wall or has cracks, spalling, missing pieces or broken sections (including chimney caps).

Level of Deficiency:

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

Level 2: The surface of the chimney shows surface damage on more than 1 piece of wall, for example, a few bricks or a section of siding.

-OR-

The surface of the chimney has holes that affect an area larger than 4 inches by 4 inches.

Level 3: Part or all of the chimney has visibly separated from the adjacent wall.

-OR-

There are cracked or fallen pieces or sections.

-OR-

There is a risk that falling pieces could create a safety hazard.

Comment:

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

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

Deficiency: Caulking designed to resist weather or mortar is missing or deteriorated.

Note: This does not include caulking relative to doors and windows; they are covered in other areas. Address all other caulking here.

Level of Deficiency:

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

-OR-

Deteriorated caulk is confined to less than 12 inches.

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

-OR-

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

Level 3: N/A

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

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

- Materials that are rotting.

-OR-

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

Level of Deficiency:

Level 1: N/A

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

-OR-

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

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

-OR-

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

-OR-

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

Comment:

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

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

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

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

Level of Deficiency:

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

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

Level 3: N/A

Windows (Building Exterior)

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

This inspectable item can have the following deficiencies:

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

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

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

Level of Deficiency:

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

Level 2: N/A

Level 3: A glass pane is missing or broken.

Damaged/Missing Screens (Windows – Building Exterior)

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

Level of Deficiency:

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

Level 2: N/A

Level 3: N/A

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

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

Note: Damage does not include scratches and cosmetic deficiencies.

Level of Deficiency:

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

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

Level 3: N/A

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

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

Note:

1. This also includes Thermopane or insulated windows that have failed.
2. Caulk and seals are considered to be deteriorated when 2 or more seals for any window have lost their elasticity. (If the seals crumble and flake when touched, they have lost their elasticity.)

Level of Deficiency:

Level 1: Most of the window shows missing or deteriorated caulk, seals and/or glazing compound, but there is no evidence of damage to the window or surrounding structure.

Level 2: N/A

Level 3: There are missing or deteriorated caulk, seals and/or glazing compound with evidence of leaks or damage to the window or surrounding structure.

Peeling/Needs Paint (Windows – Building Exterior)

Deficiency:

- Paint covering the window assembly or trim is cracking, flaking, or otherwise failing.

-OR-

- The window assembly or trim is not painted or is exposed to the elements.

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

Level of Deficiency:

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

Level 2: N/A

Level 3: N/A

****

BUILDING SYSTEMS INSPECTABLE ITEMS

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

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

Domestic Water (Building Systems)

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

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

This inspectable item can have the following deficiencies:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Leaking Central Water Supply (Domestic Water – Building Systems)

Deficiency: You see water leaking from any water system component, including valve flanges, stems, bodies, hose bibs, or any domestic water tank or its pipe or pipe connections.

Note:

1. This includes both hot and cold water systems, but does not include fixtures. Address fixtures in dwelling units or common areas.
2. Some pumps and valves are designed to leak as a normal function, particularly in fire pumps, water pressure pumps, and large circulating pumps, and should be considered accordingly.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see that water is leaking.

Comment:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Missing Pressure Relief Valve (Domestic Water – Building Systems)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: There is no pressure relief valve.

-OR-

The pressure relief valve does not extend to the floor.

Water Supply Inoperable (Domestic Water – Building Systems)

Deficiency: Water is not available.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Electrical System (Building Systems)

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

Note: This does not include transformers or metering that belongs to the providing utility; equipment that is part of any emergency power generating system; or terminal equipment such as receptacles, switches, or panel boards that are located in the units or common areas.

This inspectable item can have the following deficiencies:

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

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

Deficiency: A fixed obstruction or item of sufficient size and weight that can delay or prevent access to any panel board or main power switch in an emergency.

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

Burnt Breakers (Electrical System – Building Systems)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

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

Deficiency: You see liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware.

Note: Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: Any corrosion that affects the condition of the components that carry current.

-OR-

Any stains or rust on the interior of electrical enclosures.

-OR-

Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical System – Building Systems)

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

Missing Breakers/Fuses (Electrical System – Building Systems)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see an open breaker port.

Missing Covers (Electrical System – Building Systems)

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Elevators (Building Systems)

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

Inoperable Elevators (Elevators – Building Systems)

Deficiency:

- The elevator will not ascend or descend.

-OR-

- The elevator door will not open or close.

-OR-

- The elevator door opens when the cab is not there.

Note: Some elevators are designed/programmed for special applications, for example, stopping at every floor. For these special cases, the elevator is serving its designed purpose and is therefore not deficient.

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: The elevator does not function at all.
-OR-
The elevator doors open when the cab is not there.

Emergency Power (Building Systems)

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

This inspectable item can have the following deficiencies:

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

Auxiliary Lighting Inoperable (Emergency Power – Building Systems)

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: Auxiliary lighting does not function.

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

Deficiency: Records are not properly maintained or available.

Level of Deficiency:

Level 1: N/A

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

Level 3: No records are available.

Fire Protection (Building Systems)

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

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

This inspectable item can have the following deficiencies:

- Missing Sprinkler Head
- Missing/Damaged/Expired Extinguishers

Missing Sprinkler Head (Fire Protection – Building Systems)

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

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

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

Note:

1. This includes missing/damaged fire hoses where there are fire cabinets.
2. For buildings with multiple fire control systems, standpipes, sprinklers, etc., 5% or less of the extinguishers for a given building may be missing, damaged, and/or expired. In such cases do not record as a deficiency.
3. If the inspection tag is missing during the REAC inspection, the accompanying POA may produce proof that the fire extinguisher certification is current. If you see such proof, do not record a deficiency for a missing tag.

Level of Deficiency:

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

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

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

-OR-

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

HVAC (Building Systems)

Portion of the building system that provides the ability to heat or cool the air within the building. Includes equipment such as boilers, burners, furnaces, fuel supply, hot water and steam distribution, centralized air conditioning systems, and associated piping, filters, and equipment. Also includes air handling equipment and associated ventilation ducting.

This inspectable item can have the following deficiencies:

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

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

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

Note:

1. This does not include fuel supply leaks. See "Fuel Supply Leaks (HVAC – Building Systems)."
2. Do not include steam escaping from pressure relief valves.
3. If water containment and curb is provided, do not record as deficiency if there is standing water.
4. Condensation or sweating is not to be confused with leaking.

Level of Deficiency:

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

Level 2: N/A

Level 3: Coolant, water, or steam is leaking from unit casing and/or pump packing/ system piping to the point that the system or pumps should be shut down.

Comment:

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

Fuel Supply Leaks (HVAC – Building Systems)

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: Any amount of fuel is leaking from the supply tank or piping.

General Rust/Corrosion (HVAC – Building Systems)

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

Level of Deficiency:
Level 1: N/A
Level 2: You see significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice.
Level 3: The equipment or piping does not function because of this condition.

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

Misaligned Chimney/Ventilation System (HVAC – Building Systems)

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: You see a misalignment of an exhaust system on a gas fired, oil fired or coal unit that causes improper or dangerous venting of gases.

Roof Exhaust System (Building Systems)

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

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

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

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

Note:

1. The inspector shall determine if the fans are event activated, for example, fire, timer, etc. If so, there is no deficiency.
2. "Missing" only refers to the case where there were fans to begin with. If a fan was not included in the design, do not record a deficiency for not having one.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Sanitary System (Building Systems)

Portion of the building system that provides for the disposal of waste products with discharge to the local sewage system. Can include sources such as domestic plumbing fixtures, floor drains, and other area drains. Consists of floor drains and traps, collection sumps, sewage ejectors, sewage pumps, collection piping, fittings, valves and supports.

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

This inspectable item can have the following deficiencies:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

-OR-

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

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

Deficiency: You see that a protective cover is missing.

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: A protective cover is missing.

Comment:

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

COMMON AREAS INSPECTABLE ITEMS

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

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

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

Baluster/Side Railings – Damaged (Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Cabinets – Missing/Damaged (Common Areas)

Deficiency: Cabinets are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors, primarily used for storage, mounted on walls or floors.

Level of Deficiency:

Level 1: N/A

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

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

Call-for-Aid – Inoperable (Common Areas)

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

Deficiency: The system does not function as it should.

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Ceiling (Common Areas)

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

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Ceiling – Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

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

Deficiency:

- The ceiling surface has punctures that may or may not penetrate completely.

-OR-

- Panels or tiles are missing or damaged.

Level of Deficiency:

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

-OR-

No hole or crack penetrates the area above.

-OR-

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

-OR-

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

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

-OR-

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

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

Comments:

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

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

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

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

Level of Deficiency:

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

Level 2: N/A

Level 3: On 1 ceiling, you estimate that a very large area (more than 1 square foot) of its surface, has been substantially saturated or damaged by mold or mildew. The ceiling surface may have failed.

Peeling/Needs Paint (Ceiling – Common Areas)

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

Level of Deficiency:

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

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

Level 3: N/A

Chutes Damaged/Missing Components (Common Areas)

Deficiency: The structure that directs garbage into the appropriate storage container is missing or damaged. This includes the chute, chute door, and other components.

Note: Do not evaluate the door that leads to the trash room.

Level of Deficiency:

Level 1: N/A

Level 2: Garbage has backed up into chutes, because the collection structure is missing or broken. Compactors or components, chute, chute door, and other components, have failed.

Level 3: N/A

Countertops – Missing/Damaged (Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: 20% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate and is not a sanitary surface on which to prepare food.

Level 3: N/A

Dishwasher/Garbage Disposal – Inoperable (Common Areas)

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

Level of Deficiency:

Level 1: N/A

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

Level 3: N/A

Doors (Common Areas)

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

This inspectable item can have the following deficiencies:

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

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

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

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

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

Damaged Hardware/Locks (Doors – Common Areas)

Deficiency: The attachments to a door that provide hinging, hanging, opening, closing, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

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

Level of Deficiency:

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

-OR-

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

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

-OR-

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

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

-OR-

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

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

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

Level of Deficiency:

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

Level 2: N/A

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

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

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

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

-OR-

- May compromise building security.

Note: If the door is a restroom, fire door, or entry door, this is a Level 3 deficiency.

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Missing Door (Doors – Common Areas)

Deficiency: A door is missing.

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

Level of Deficiency:

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

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

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

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

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

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

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The dryer vent is missing or you see that it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside.

Electrical (Common Areas)

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

This inspectable item can have the following deficiencies:
- Blocked Access to Electrical Panel
- Burnt Breakers
- Evidence of Leaks/Corrosion
- Frayed Wiring
- Missing Breakers
- Missing Covers

Blocked Access to Electrical Panel (Electrical – Common Areas)

Deficiency: A fixed obstruction or item of sufficient size and weight can delay or prevent access to any panel board switch in an emergency.

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: One or more fixed items or items of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

Burnt Breakers (Electrical – Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Evidence of Leaks/Corrosion (Electrical – Common Areas)

Deficiency: You see liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware.

Note: Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: Any corrosion that affects the condition of the components that carry current.

-OR-

Any stains or rust on the interior of electrical enclosures.

-OR-

Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical – Common Areas)

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

Missing Breakers (Electrical – Common Areas)

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: You see an open breaker port.

Missing Covers (Electrical – Common Areas)

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

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: A cover is missing, and you see exposed electrical connections.

FHEO/UFAS (Common Areas)

This inspectable item can have the following deficiencies:

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

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

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: The interior hallways are less than 36" wide.

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

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A

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

Floors (Common Areas)

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

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Floors – Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

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

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

Level of Deficiency:

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

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

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

-OR-

The condition causes a safety problem.

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

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

Level of Deficiency:

Level 1: N/A

Level 2: On 1 floor, you see evidence of mold or mildew, such as a darkened area, over a large area (4 square inches to 1 square foot). You may or may not see water.

Level 3: On 1 floor, you estimate that a very large area (more than 1 square foot) of its surface, has been substantially saturated or damaged by mold, or mildew. The floor surface may have failed.

Peeling/Needs Paint (Floors – Common Areas)

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

Level of Deficiency:

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

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

Level 3: N/A

Rot/Deteriorated Subfloor (Floors – Common Areas)

Deficiency: The subfloor has decayed or is decaying.

Note:

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

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

Soft Floor Covering Damaged (Floors – Common Areas)

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

Level of Deficiency:

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

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

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

-OR-

Damage to the soft floor covering exposes the underlying material.

Comment:

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

GFI – Inoperable (Common Areas)

Deficiency: The GFI does not function.

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The GFI does not function.

Comment:

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

Graffiti (Common Areas)

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

Note: There is a difference between art forms and graffiti. If there by design in accordance with proper authorization, do not consider full wall murals and other art forms as graffiti.

Level of Deficiency:

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

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

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

HVAC (Common Areas)

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

This inspectable item can have the following deficiencies:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

General Rust/Corrosion (HVAC – Common Areas)

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

Level of Deficiency:

Level 1: You see superficial surface rust.

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

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

Inoperable (HVAC – Common Areas)

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The HVAC system does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

Comment:

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

Misaligned Chimney/Ventilation System (HVAC – Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Noisy/Vibrating/Leaking (HVAC – Common Areas)

Deficiency: The HVAC distribution components, including fans, are the source of unusual vibrations, leaks, or abnormal noise. Examples may include, but are not limited to, screeching, squealing, banging, shaking, etc.

Level of Deficiency:

Level 1: The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. The system still provides enough heating or cooling to maintain a minimum temperature range in the major living areas.

Level 2: N/A

Level 3: N/A

Lavatory Sink – Damaged/Missing (Common Areas)

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

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

Level of Deficiency:

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

Level 2: N/A

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

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

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

Note: To conserve energy during daytime or in low-use areas, many facilities use alternate lights that are triggered by either a sensor or a timer. If you see these kinds of lights, ask the accompanying POA to verify that these conservation systems are in place.

Level of Deficiency:

Level 1: N/A

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

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

Mailboxes – Missing/Damaged (Common Areas)

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

Note: Do not inspect commercial deposit boxes, FedEx, UPS, etc., or U.S. Postal Service "blue boxes."

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

-OR-

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

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

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

Deficiency:

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

-OR-

- A switch or outlet is missing.

Level of Deficiency:

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

Level 2: N/A

Level 3: An outlet or switch is missing.

-OR-

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

Pedestrian/Wheelchair Ramp (Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: A walkway or ramp shows signs of deterioration and requires repair, but it can be used by people on foot, in wheelchairs, or using walkers.

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

Plumbing (Common Areas)

This inspectable item can have the following deficiencies:

- Clogged Drains
- Leaking Faucet/Pipes

Clogged Drains (Plumbing – Common Areas)

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

Level of Deficiency:

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

Level 2: N/A

Level 3: The drain is completely clogged or has suffered extensive deterioration. The fixture cannot be used.

Leaking Faucet/Pipes (Plumbing – Common Areas)

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

Level of Deficiency:

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

Level 2: N/A

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

-OR-

The faucet/pipe cannot be used.

Pools and Related Structures (Common Areas)

This inspectable item has the following deficiencies:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Inoperable (Pools and Related Structures – Common Areas)

Deficiency: The pool was not in operation during the inspection.

Note: If the pool is open for the season, it should be operational. If the pool is closed for the season, do not record this is a deficiency.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The pool is not operational.

-OR-

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

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

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

Level of Deficiency:

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

Level 2: N/A

Level 3: The exhaust fan does not function.
-OR-
You estimate that the flue may be completely blocked.

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

Deficiency: The unit is missing or damaged.

Level of Deficiency:
Level 1: The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges, flames are not distributed equally. The pilot light is out on 1 or more burners.
Level 2: One burner is not functioning.
Level 3: The unit is missing.
-OR-
Two or more burners are not functioning.
-OR-
The oven is not functioning.

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

Refrigerator – Damaged/Inoperable (Common Areas)

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

Level of Deficiency:
Level 1: The refrigerator has an excessive accumulation of ice.
-OR-
The seals around the doors are deteriorated.
Level 2: N/A
Level 3: The refrigerator is missing.
-OR-
The refrigerator does not cool adequately for the safe storage of food.

Restroom Cabinet – Damaged/Missing (Common Areas)

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

Level of Deficiency:
Level 1: You see damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets or vanities that are not functioning as they should for storage or their intended purpose.
Level 2: N/A

Level 3: N/A

Shower/Tub – Damaged/Missing (Common Areas)

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

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

Level of Deficiency:

Level 1: N/A

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

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

Sink – Missing/Damaged (Common Areas)

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

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

Level of Deficiency:

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

Level 2: N/A

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

Smoke Detector – Missing/Inoperable (Common Areas)

Sensor to detect the presence of smoke and activate an alarm. May be battery operated or hard-wired to electrical system. May provide visual signal, audible signal, or both.

Deficiency:

- A smoke detector will not activate.

-OR-

- A hardwired smoke detector is missing.

Note:

1. If a smoke detector is there, it must function as it should.
2. "Missing" means that evidence suggests that unauthorized personnel have removed a hardwired smoke detector that should be there.
3. If 2 or more smoke detectors are on the same level in visible proximity, at least 1 of the smoke detectors must function as it should.

Level of Deficiency:

Level 1: N/A

Level 2: N/A
Level 3: A single smoke detector is missing or does not function as it should.

Stairs/Hand Railings Damaged (Common Areas)

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

This inspectable item can have the following deficiencies:

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

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

Deficiency: The horizontal tread or stair surface is damaged or missing.

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

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

Deficiency: The handrail is damaged or missing.

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The handrail for 4 or more stairs is either missing, damaged, loose, or otherwise unusable.

Ventilation/Exhaust System – Inoperable (Common Areas)

Deficiency: The apparatus used to exhaust air has failed.

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

Level of Deficiency:
Level 1: N/A
Level 2: An exhaust fan is not functioning.
-OR-
A bathroom window cannot be opened.
Level 3: N/A

Walls (Common Areas)

The enclosures of units and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, sheet-rock. Surface finish materials include paint or wall coverings.

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Walls – Common Areas)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

Damaged (Walls – Common Areas)

Deficiency: You see cracks and/or punctures in the wall surface that may or may not penetrate completely. Panels or tiles may be missing or damaged.

Note:

1. This does not include small holes from hanging pictures, etc.
2. Control joints/construction joints should not be recorded as a deficiency.
3. Cracks that have been repaired or sealed properly are no longer a deficiency.

Level of Deficiency:

Level 1: In a wall, you find a hole, crack, missing tile or panel, or other damage that is between 1 square inch and 8 ½ inches by 11 inches and does not penetrate the adjoining room/area. You cannot see through it to the adjoining area.

-OR-

You find a crack greater than 1/8 inch wide and at least 11 inches long.

Level 2: In a wall, you find a hole, missing tile or panel, or other damage that is larger than a sheet of paper, 8 ½ inches by 11 inches**,** and does not penetrate the adjoining room. You cannot see through it to the adjoining area.

Level 3: You find a hole of any size that penetrates an adjoining room. You can see through the hole.

-OR-

Two or more walls have Level 2 holes.

Comments:

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

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

Damaged/Deteriorated Trim (Walls – Common Areas)

Deficiency: Cove molding, chair rail, base molding, or other decorative trim is damaged or has decayed.

Note: Before the inspection starts, you should be given a list of UFAS buildings/units. For the buildings/units on this list, do not record superficial surface/paint damage caused by wheelchairs, walkers, or medical devices as a deficiency.

Level of Deficiency:

Level 1: You see small areas of deterioration in the trim surfaces, and you estimate that 5% to 10% of the wall area is affected.

Level 2: You see large areas of deterioration in the trim surfaces, and you estimate that 10% to 50% of the wall area is affected.

Level 3: You see significant areas of deterioration in the wall surfaces, and you estimate that more than 50% of the wall area is affected.

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

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

Level of Deficiency:

Level 1: On 1 wall, you see evidence of mold or mildew, such as a darkened area, over a large area (4 square inches to 1 square foot). You may or may not see water.

Level 2: N/A

Level 3: On 1 wall, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold, or mildew. The wall surface may have failed.

Peeling/Needs Paint (Walls – Common Areas)

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

Note: Before the inspection starts, you should be given a list of UFAS buildings/units. For the buildings/items on this list, do not record as deficiencies any superficial surface/paint damage caused by wheelchairs, walkers, or medical devices.

Level of Deficiency:

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

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

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

Level of Deficiency:
Level 1: N/A
Level 2: Fixture elements, seat, flush handle, cover etc., are missing or damaged.
-OR-
The toilet seat is cracked, or the hinge is broken.
Level 3: The bowl is fractured or broken and cannot retain water.
-OR-
The water closet/toilet is missing.
-OR-
There is a hazardous condition.
-OR-
The water closet/toilet cannot be flushed, because of obstruction or another defect.

Windows (Common Areas)

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

This inspectable item can have the following deficiencies:

- Cracked/Broken/Missing Panes
- Damaged/Missing Screens
- Damaged Sills/Frames/Lintels/Trim
- Inoperable/Not Lockable
- Missing/Deteriorated Caulking/Seals/Glazing Compound
- Peeling/Needs Paint
- Security Bars Prevent Egress

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

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

Level of Deficiency:
Level 1: You see a cracked window pane.
Level 2: N/A
Level 3: You see that a glass pane is broken or missing from the window sash.

Damaged/Missing Screens (Windows – Common Areas)

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

Level of Deficiency:

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

Level 2: N/A

Level 3: N/A

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

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

Note: Damage does not include scratches and cosmetic deficiencies.

Level of Deficiency:

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

Level 2: Sills, frames, sash lintels, or trim are missing or damaged enough to expose the inside of the surrounding walls and compromise its weather tightness.

Level 3: N/A

Inoperable/Not Lockable (Windows – Common Areas)

Deficiency: A window cannot be opened or closed because of damage to the frame, faulty hardware, or another cause.

Note:

1. If a window is not designed to lock, do not record this as a deficiency.
2. Windows that are accessible from the outside, for example, a ground level window, must be lockable.

Level of Deficiency:

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

Level 2: N/A

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

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

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

Note:

1. This includes Thermopane and insulated windows that have failed.
2. Caulk and seals are considered to be deteriorated when 2 or more seals for any window have lost their elasticity. (If the seals crumble and flake when touched, they have lost their elasticity.)

Level of Deficiency:

Level 1: Most of the window shows missing or deteriorated caulk, seals and/or glazing compound, but there is no evidence of damage to the window or surrounding structure.

Level 2: N/A

Level 3: There are missing or deteriorated caulk, seals, and/or glazing compound with evidence of leaks or damage to the window or surrounding structure.

Peeling/Needs Paint (Windows – Common Areas)

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

Level of Deficiency:

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

Level 2: N/A

Level 3: N/A

Security Bars Prevent Egress (Windows – Common Areas)

Deficiency: Exiting or egress is severely limited or impossible because security bars are damaged or improperly constructed or installed. Security bars that are designed to open should open. If they do not open, record a deficiency.

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: Exiting or egress is severely limited or impossible because security bars are damaged, improperly constructed/installed, or security bars that are designed to open cannot be readily opened.

UNIT INSPECTABLE ITEMS

Items to inspect for "Unit" are as follows:

- Bathroom

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

Bathroom (Unit)

A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet.
This inspectable item can have the following deficiencies:

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

Bathroom Cabinets – Damaged/Missing (Bathroom – Unit)

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

Level of Deficiency:

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

Level 2: N/A

Level 3: N/A

Lavatory Sink – Damaged/Missing (Bathroom – Unit)

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

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

Level of Deficiency:

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

- There are cracks or extensive discoloration in more than 50% of the basin;

-OR-

- A stopper is missing.

Level 2: N/A

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

Plumbing – Clogged Drains (Bathroom – Unit)

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

Level of Deficiency:

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

Level 2: N/A

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

Plumbing – Leaking Faucet/Pipes (Bathroom – Unit)

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

Level of Deficiency:

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

Level 2: N/A

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

-OR-

The faucet or pipe cannot be used.

Shower/Tub – Damaged/Missing (Bathroom – Unit)

Deficiency: The shower, tub, or components are damaged or missing. This includes associated hardware, such as grab bars, shower doors, etc.

Note:

1. This does not include leaking faucets and pipes.
2. If you see the stopper near the shower/tub area, do not record it as a deficiency.

Level of Deficiency:

Level 1: A stopper is missing.

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

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

Ventilation/Exhaust System – Inoperable (Bathroom – Unit)

Deficiency: The apparatus used to exhaust air has failed.

Note:

1. If a resident has blocked an exhaust fan but it can function properly, do not record this as a deficiency.
2. If a resident has disconnected a fan, consider it functional if it can be immediately reconnected for your inspection.
3. If there was never a bathroom fan, do not record this as a deficiency.

Level of Deficiency:

Level 1: N/A

Level 2: An exhaust fan is not functioning.

-OR-

A bathroom window cannot be opened.

Level 3: N/A

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

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

Level of Deficiency:

Level 1: N/A

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

-OR-

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

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

-OR-

The water closet/toilet is missing.

-OR-

There is a hazardous condition.

-OR-

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

Call-for-Aid – Inoperable (Unit)

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

Deficiency: The system does not function.

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: The system does not function.

Ceiling (Unit)

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

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Ceiling – Unit)

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: You see bulging, buckling, sagging, or a problem with alignment.

Comment:

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

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

Deficiency:

- The ceiling surface has punctures that may or may not penetrate completely.

-OR-

- Panels or tiles are missing or damaged.

Level of Deficiency:

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

-OR-

No hole or crack penetrates the area above.
-OR-
You see that no more than 3 tiles or panels are missing.
-OR-
You see a crack more than 1/8 inch wide and 11 inches long.

Level 2: You see a hole that is larger than a sheet of paper, 8½ inches by 11 inches, but it does not penetrate the area above. You cannot see through it.
-OR-
You see that more than 3 tiles or panels are missing.
-OR-
You see a crack more than 1/8 inch wide and 11 inches long.

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

Comment:

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

Peeling/Needs Paint (Ceiling – Unit)

Deficiency:

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

-OR-

- You see a surface that is not painted.

Level of Deficiency:

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

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

Level 3: N/A

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

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

Level of Deficiency:

Level 1: On 1 ceiling, you see evidence of mold or mildew, such as a darkened area, over a large area (4 square inches to 1 square foot). You may or may not see water.

Level 2: N/A

Level 3: On 1 ceiling, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold or mildew. The ceiling surface may have failed.

Doors (Unit)

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

This inspectable item can have the following deficiencies:

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

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

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

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

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

Damaged Hardware/Locks (Doors – Unit)

Deficiency: The attachments to a door that provide hinging, hanging, opening, closing, surface protection, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

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

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

Level of Deficiency:

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

-OR-

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

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

-OR-

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

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

-OR-

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

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

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

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

-OR-

- May compromise building security.

Note: If the door is a bathroom door or entry door, this is a Level 3 deficiency.

Level of Deficiency:

Level 1: N/A

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

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

-OR-

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

Comment:

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

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

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

Level of Deficiency:

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

Level 2: N/A

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

Comment:

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

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Missing Door (Doors – Unit)

Deficiency: A door is missing.

Note:

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

Level of Deficiency:

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

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

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

-OR-

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

Electrical System (Unit)

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

This inspectable item can have the following deficiency:

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

Blocked Access to Electrical Panel (Electrical System – Unit)

Deficiency: A fixed obstruction or item of sufficient size and weight can delay or prevent access to any panel board switch in an emergency.

Note: If you see an item that is easy to remove, like a picture, do not note this as a deficient.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Burnt Breakers (Electrical System – Unit)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Evidence of Leaks/Corrosion (Electrical System – Unit)

Deficiency: You see liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware.

Note: Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: Any corrosion that affects the condition of the components that carry electrical current.
-OR-
Any stains or rust on the interior of electrical enclosures.
-OR-
Any evidence of water leaks in the enclosure or hardware.

Frayed Wiring (Electrical System – Unit)

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

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: You see any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

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

GFI – Inoperable (Electrical System – Unit)

Deficiency: The GFI does not function.

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The GFI does not function.

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

Missing Breakers/Fuses (Electrical System – Unit)

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: You see an open breaker port.

Missing Covers (Electrical System – Unit)

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: A cover is missing, and you see exposed electrical connections.

Floors (Unit)

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

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Floors – Unit)

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

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: You see bulging, buckling, sagging, or a lack of horizontal alignment.

Comment:

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

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

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

Level of Deficiency:

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

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

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

-OR-

The condition causes a safety problem.

Mold/Mildew/Water Stains/Water Damage (Floors – Unit)

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

Level of Deficiency:

Level 1: N/A

Level 2: On 1 floor, you see evidence of mold or mildew, such as a darkened area, over a large area (4 square inches to 1 square foot). You may or may not see water.

Level 3: On 1 floor, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold or mildew. The floor surface may have failed.

Peeling/Needs Paint (Floors – Unit)

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

Level of Deficiency:

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

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

Level 3: N/A

Rot/Deteriorated Subfloor (Floors – Unit)

Deficiency: The subfloor has decayed or is decaying.

Note:

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

Level of Deficiency:

Level 1: N/A

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

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

Comment:

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

Soft Floor Covering Damage (Floors – Unit)

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

Level of Deficiency:

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

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

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

-OR-

Damage to the soft floor covering exposes the underlying material.

Comment:

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

Hot Water Heater (Unit)

This inspectable item can have the following deficiencies:

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

General Rust/Corrosion (Hot Water Heater – Unit)

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

Level of Deficiency:

Level 1: You see superficial surface rust.

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

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

Inoperable Unit/Components (Hot Water Heater – Unit)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see water leaking.

Comment:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Missing Pressure Relief Valve (Hot Water Heater – Unit)

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

HVAC System (Unit)

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

This inspectable item can have the following deficiencies:

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

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

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

Comment:

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

General Rust/Corrosion (HVAC – Unit)

Deficiency: You see a component of the system with deterioration from oxidation or corrosion of system parts. Deterioration is defined as rust and/or formations of metal oxides, flaking, or discoloration, or a pit or crevice.

Level of Deficiency:

Level 1: You see deterioration from rust and corrosion on the HVAC units in the dwelling unit. The system still provides enough heating or cooling.

Level 2: N/A

Level 3: N/A

Inoperable (HVAC – Unit)

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

Note: If the HVAC system does not operate because of seasonal conditions, do not record this as a deficiency.
Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The HVAC system does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.
Comment:
Level 3: If this condition is a health and safety concern, you must record it manually under "Hazards (Health and Safety)."

Misaligned Chimney/Ventilation System (HVAC – Unit)

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

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: You see any misalignment of an exhaust system on a gas fired, oil fired or coal unit that may cause improper or dangerous venting of gases.

Noisy/Vibrating/Leaking (HVAC – Unit)

Deficiency: The HVAC distribution components, including fans, are the source of unusual vibrations, leaks, or abnormal noise. Examples may include, but are not limited to, screeching, squealing, banging, shaking, etc.

Level of Deficiency:
Level 1: The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. The system still provides enough heating or cooling to maintain a minimum temperature range in the major living areas.
Level 2: N/A
Level 3: N/A

Kitchen (Unit)

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

This inspectable item can have the following deficiencies:

- Cabinets - Missing/Damaged
- Countertops - Missing/Damaged
- Dishwasher/Garbage Disposal - Inoperable

- Plumbing - Clogged Drains
- Plumbing - Leaking Faucets/Pipes
- Range Hoods/Exhaust Fans - Excessive Grease/Inoperable
- Range/Stove - Missing/Damaged/Inoperable
- Refrigerator - Missing/Damaged/Inoperable
- Sink - Missing/Damaged

Cabinets – Missing/Damaged (Kitchen – Unit)

Deficiency: Cabinets are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors, primarily used for storage, mounted on walls or floors.

Level of Deficiency:

Level 1: N/A

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

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

Countertops – Missing/Damaged (Kitchen – Unit)

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

Level of Deficiency:

Level 1: N/A

Level 2: 20% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate and is not a sanitary surface on which to prepare food.

Level 3: N/A

Dishwasher/Garbage Disposal - Inoperable (Kitchen – Unit)

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

Level of Deficiency:

Level 1: N/A

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

Level 3: N/A

Plumbing – Clogged Drains (Kitchen – Unit)

Deficiency: The water does not drain adequately.

Level of Deficiency:

Level 1: The basin does not drain freely.

Level 2: N/A
Level 3: The drain is completely clogged or has suffered extensive deterioration.

Plumbing – Leaking Faucets/Pipes (Kitchen – Unit)

Deficiency: You see that a basin faucet or drain connections leak.

Level of Deficiency:
Level 1: You see a leak or drip that is contained by the basin or pipes, and the faucet is functioning as it should.
Level 2: N/A
Level 3: You see a steady leak that is having an adverse affect on the surrounding area, and the faucet or pipe is not usable.

Range Hood/Exhaust Fans – Excessive Grease/Inoperable (Kitchen – Unit)

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

Level of Deficiency:
Level 1: An accumulation of dirt, grease or other barrier noticeably reduces the free passage of air.
Level 2: N/A
Level 3: The exhaust fan does not function.
-OR-
You estimate that the flue may be completely blocked.

Range/Stove – Missing/Damaged/Inoperable (Kitchen – Unit)

Deficiency: The unit is missing or damaged.

Note: Before the inspection starts, you should be given a list of units under UFAS. Do not record these disconnected or partially disconnected ranges/stoves as a deficiency.

Level of Deficiency:
Level 1: The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges, flames are not distributed equally. The pilot light is out on 1 or more burners.
Level 2: One burner is not functioning.
Level 3: The unit is missing.
-OR-
Two or more burners are not functioning.
-OR-
The oven is not functioning.

Comment:

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

Refrigerator – Missing/Damaged/Inoperable (Kitchen – Unit)

Deficiency: The refrigerator is missing or does not cool adequately for the safe storage of food.

Level of Deficiency:

Level 1: The refrigerator has an excessive accumulation of ice.
-OR-
The seals around the doors are deteriorated.
Level 2: N/A
Level 3: The refrigerator is missing.
-OR-
The refrigerator does not cool adequately for the safe storage of food.

Sink – Missing/Damaged (Kitchen – Unit)

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

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

Level of Deficiency:

Level 1: You see extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.
Level 2: N/A
Level 3: The sink or hardware is either missing or not functioning.

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

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

Deficiency: Inadequate means is available to vent accumulated heat/lint to the outside. The dryer vent is missing, damaged or inoperable.

Level of Deficiency:

Level 1: N/A
Level 2: N/A
Level 3: Dryer vent is missing, damaged or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

Lighting – Missing/Inoperable (Unit)

System to provide illumination to a room or area. Includes fixtures, lamps, and supporting accessories.

Deficiency: A lighting fixture is missing or does not function as it should. The malfunction may be in the total system or components, excluding light bulbs.

Level of Deficiency:

Level 1: In 1 room in a unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

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

Level 3: In more than 2 rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

Outlets/Switches (Unit)

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

This inspectable item can have the following deficiencies:

- Missing
- Missing/Broken Cover Plates

Missing (Outlets/Switches – Unit)

Deficiency: An outlet, switch or both are missing.

Note: This does not apply to empty junction boxes that were not intended to contain an outlet or switch.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: An outlet, switch or both are missing.

Comment:

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

Missing/Broken Cover Plates (Outlets/Switches – Unit)

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

Level of Deficiency:

Level 1: An outlet or switch has a broken cover plate over a junction box, but this does not cause wires to be exposed.

Level 2: N/A
Level 3: A cover plate is missing, which causes wires to be exposed.

Patio/Porch/Balcony – Baluster/Side Railings Damaged (Unit)

Adjoining patio, porch or balcony.

Deficiency: A baluster or side railing on the porch/patio/balcony is loose, damaged or does not function, which limits the safe use of this area.

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: The baluster or side rails enclosing this area are loose, damaged or missing, limiting the safe use of this area.

Smoke Detector – Missing/Inoperable (Unit)

Sensor to detect the presence of smoke and activate an alarm. May be battery operated or hard-wired to electrical system. May provide visual signal, audible signal or both.

Deficiency: A smoke detector will not activate or is missing.

Note:
1. There must be at least 1 smoke detector on each level.
2. If 2 or more smoke detectors are on the same level in visible proximity, at least 1 of the smoke detectors must function as it should.

Level of Deficiency:
Level 1: N/A
Level 2: N/A
Level 3: A single smoke detector is missing or does not function as it should.

Stairs (Unit)

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

This inspectable item can have the following deficiencies:
- Broken/Damaged/Missing Steps
- Broken/Missing Hand Railing

Broken/Damaged/Missing Steps (Stairs – Unit)

Deficiency: The horizontal tread or stair surface is damaged or missing.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: A step is broken or missing.

Broken/Missing Hand Railing (Stairs – Unit)

Deficiency: The handrail is damaged or missing.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The handrail for 4 or more stairs is either missing, damaged, loose or otherwise unusable.

Walls (Unit)

The enclosure of the units and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster and sheet-rock. Surface finish materials include paint and wall coverings.

This inspectable item can have the following deficiencies:

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

Bulging/Buckling (Walls – Unit)

Deficiency: A wall is bowed, deflected, sagged or is no longer vertically aligned.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see bulging, buckling, sagging, or that the wall is no longer vertically aligned.

Comment:

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

Damaged (Walls – Unit)

Deficiency: You see cracks and/or punctures in the wall surface that may or may not penetrate completely. Panels or tiles may be missing or damaged.

Note:

1. This does not include small holes created by hanging pictures, etc.
2. Control joints/construction joints should not be recorded as a deficiency.
3. Cracks that have been repaired or sealed properly are no longer a deficiency.

Level of Deficiency:

Level 1: In a wall, you find a hole, crack, missing tile or panel, or other damage that is between 1 square inch and 8 ½ inches by 11 inches. The hole does not penetrate the adjoining room/area. You cannot see through it to the adjoining area.

-OR-

You find a crack greater than 1/8 inch wide and at least 11 inches long.

Level 2: In a wall, you find a hole, missing tile or panel, or other damage that is larger than a sheet of paper, 8 ½ inches by 11 inches, and does not penetrate the adjoining room. You cannot see through it to the adjoining area.

Level 3: You find a hole of any size that penetrates an adjoining room. You can see through the hole.

-OR-

Two or more walls have Level 2 holes.

Comments:

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

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

Damaged/Deteriorated Trim (Walls – Unit)

Deficiency: Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Note: Before the inspection starts, you should be given a list of UFAS buildings/units. For the buildings/units on this list, do not record superficial surface/paint damage caused by wheelchairs, walkers or medical devices as a deficiency.

Level of Deficiency:

Level 1: You see small areas of deterioration in the trim surfaces, and you estimate that 5% to 10% of the wall area is affected.

Level 2: You see large areas of deterioration in the trim surfaces, and you estimate that 10% to 50% of the wall area is affected.

Level 3: You see significant areas of deterioration in the wall surfaces, and you estimate that more than 50% of the wall area is affected.

Mold/Mildew/Water Stains/Water Damage (Walls – Unit)

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

Level of Deficiency:

Level 1: On 1 wall, you see evidence of mold or mildew, such as a darkened area, over a large area (4 square inches to 1 square foot). You may or may not see water.

Level 2: N/A

Level 3: On 1 wall, you estimate that a very large area (more than 1 square foot) of its surface has been substantially saturated or damaged by mold, or mildew. The wall surface may have failed.

Peeling/Needs Paint (Walls – Unit)

Deficiency:

- Paint is peeling, cracking, flaking or otherwise deteriorated.

-OR-

- A surface is not painted.

Note: Before the inspection starts, you should be given a list of UFAS buildings/units. For the buildings/items on this list, do not record as deficiencies any superficial surface/paint damage caused by wheelchairs, walkers or medical devices.

Level of Deficiency:

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

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

Level 3: N/A

Windows (Unit)

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

This inspectable item can have the following deficiencies:

- Cracked/Broken/Missing Panes
- Damages/Missing Screens
- Damaged Sills/Frames/Lintels/Trim
- Inoperable/Not Lockable
- Missing/Deteriorated Caulking/Seals
- Peeling/Needs Paint
- Security Bars Prevent Egress

Cracked/Broken/Missing Panes (Windows – Unit)

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

Level of Deficiency:

Level 1: You see a cracked window pane.
Level 2: N/A
Level 3: You see that a window pane is broken or missing from the window sash.

Damaged/Missing Screens (Windows – Unit)

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

Level of Deficiency:
Level 1: One or more screen(s) in a unit are punctured, torn, otherwise damaged, or missing.
Level 2: N/A
Level 3: N/A

Damaged Sills/Frames/Lintels/Trim (Windows – Unit)

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

Note: Damage does not include scratches and cosmetic deficiencies.

Level of Deficiency:
Level 1: You see damage to sills, frames, sash lintels or trim, but nothing is missing. The inside of the surrounding wall is not exposed. You see no impact on either the operation or functioning of the window or on its weather tightness.
Level 2: Sills, frames, sash lintels, or trim are missing or damaged enough to expose the inside of the surrounding walls and compromise its weather tightness.
Level 3: N/A

Inoperable/Not Lockable (Windows – Unit)

Deficiency: A window cannot be opened or closed because of damage to the frame, faulty hardware or another cause.

Note:
1. If a window is not designed to lock, do not record this as a deficiency.
2. Windows that are accessible from the outside, for example, a ground level window, must be lockable.

Level of Deficiency:
Level 1: A window is not functioning and can be secured. Other windows in the immediate area are functioning.
Level 2: N/A
Level 3: A window is not functioning, but cannot be secured. In the immediate area, there are no other windows that are functioning properly.

Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows – Unit)

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

Note:

1. This includes Thermopane and insulated windows that have failed.
2. Caulk and seals are considered to be deteriorated when 2 or more seals for any window have lost their elasticity. (If the seals crumble and flake when touched, they have lost their elasticity.)

Level of Deficiency:

Level 1: Most of the window shows missing or deteriorated caulk, seals and/or glazing compound but there is no evidence of damage to the window or surrounding structure.

Level 2: N/A

Level 3: There are missing or deteriorated caulk, seals and/or glazing compound with evidence of leaks or damage to the window or surrounding structure.

Peeling/Needs Paint (Windows – Unit)

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

Level of Deficiency:

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

Level 2: N/A

Level 3: N/A

Security Bars Prevent Egress (Windows – Unit)

Deficiency: Exiting or egress is severely limited or impossible because security bars are damaged or improperly constructed or installed. Security bars that are designed to open should open. If they do not open, record a deficiency.

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: Exiting or egress is severely limited or impossible, because security bars are damaged, improperly constructed/installed, or security bars that are designed to open cannot be readily opened.

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HEALTH AND SAFETY INSPECTABLE ITEMS

Items to inspect for "Health and Safety" are as follows:

- Air Quality
- Electrical Hazards
- Elevator
- Emergency/Fire Exits
- Flammable Materials
- Garbage and Debris
- Hazards
- Infestation

Air Quality (Health and Safety)

Indoor/outdoor spaces must be free from high levels of sewer gas, fuel gas, mold, mildew or other harmful pollutants. Indoors must have adequate ventilation.

The following deficiencies can be noted:

- Mold and/or Mildew Observed
- Propane/Natural Gas/Methane Gas Detected
- Sewer Odor Detected

Mold and/or Mildew Observed (Air Quality – Health and Safety)

Deficiency: You see mold or mildew or evidence of water infiltration or other moisture producing conditions.

Note: If the area has at least 1 square foot of mold or mildew, record it as a deficiency.

Propane/Natural Gas/Methane Gas Detected (Air Quality – Health and Safety)

Deficiency: You detect strong propane, natural gas, or methane gas odors that could:

- Pose a risk of explosion/fire.
- Pose a health risk if inhaled.

Sewer Odor Detected (Air Quality – Health and Safety)

Deficiency: You detect sewer odors.

Electrical Hazards (Health and Safety)

Any hazard that poses a risk of electrical fires, electrocution or spark/explosion.

The following deficiencies can be noted:

- Exposed Wires/Open Panels

- Water Leaks On or Near Electrical Equipment

Exposed Wires/Open Panels (Electrical Hazards – Health and Safety)

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

Note:

1. If the accompanying property representative has identified abandoned wiring, capped wires do not pose a risk and should not be recorded as a deficiency. They must be enclosed in a junction box as defined in Note 2, below.
2. If the capped wires are not properly enclosed in a junction box, record as a deficiency.

Water Leaks On or Near Electrical Equipment (Electrical Hazards – Health and Safety)

Deficiency: You see water leaking, puddling or ponding on or immediately near any electrical apparatus. This could pose a risk of fire, electrocution or explosion.

Elevator – Tripping (Health and Safety)

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

Deficiency: An elevator is misaligned with the floor by more than 3/4 inch. The elevator does not level as it should, which causes a tripping hazard.

Emergency/Fire Exits (Health and Safety)

All buildings must have acceptable fire exits that are also properly marked and operational. This includes fire towers, stairway access doors and external exits. These can include operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground.

Note: This does not apply to individual units.

The following deficiencies can be noted:

- Blocked/Unusable (Emergency/Fire Exits)
- Missing Exit Signs

Blocked/Unusable (Emergency/Fire Exits – Health and Safety)

Deficiency: The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage or other conditions.

Missing Exit Signs (Emergency/Fire Exits – Health and Safety)

Deficiency:

- Exit signs that clearly identify all emergency exits are missing.

-OR-

- There is no adjacent or other internal illumination in operation on or near the sign.

Flammable/Combustible Materials – Improperly Stored (Health and Safety)

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

Deficiency: Flammable materials or combustible materials are improperly stored near a heat or electrical source, causing the potential risk of fire or explosion.

Note: Flammable or combustible materials may include, but are not limited to, gasoline, paint thinners, kerosene, propane, paper, boxes, etc.

Garbage and Debris (Health and Safety)

Accumulation of garbage and debris exceeding the capacity of the storage area or not stored in an area sanctioned for such use.

The following deficiencies can be noted:

- Indoors
- Outdoors

Indoors (Garbage and Debris – Health and Safety)

Deficiency:

- Too much garbage has gathered, more than the planned storage capacity.

-OR-

- Garbage has gathered in an area that is not sanctioned for staging or storing garbage or debris.

Note: This does not include garbage and debris improperly stored outside. For this deficiency, see "Outdoors (Garbage and Debris – Health and Safety)."

Outdoors (Garbage and Debris – Health and Safety)

Deficiency:

- Too much garbage has gathered; more than the planned storage capacity.

-OR-

- Garbage has gathered in an area not sanctioned for staging or storing garbage or debris.

Note: This does not include garbage improperly stored indoors. For this deficiency, see "Indoors (Garbage and Debris – Health and Safety)."

Hazards (Health and Safety)

Physical hazards that pose risk of bodily injury.

The following deficiencies can be noted:

- Sharp Edges
- Tripping
- Other Hazards

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

Sharp Edges (Hazards – Health and Safety)

Deficiency: You see any physical defect that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.

Tripping (Hazards – Health and Safety)

Deficiency: You see any physical defect that poses a tripping risk, generally in walkways or other traveled areas. Typically, the defect must present at least a three-quarter inch deviation.

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

Other Hazards (Hazards – Health and Safety)

Note: "Other" includes hazards that are not specifically defined elsewhere.

Infestation (Health and Safety)

Presence of rats, or severe infestation by mice or insects such as roaches or termites.

The following deficiencies can be noted:

- Insects
- Rats/Mice/Vermin

Insects (Infestation – Health and Safety)

Deficiency: You see evidence of infestation of insects, including roaches and ants, throughout a unit or room, especially in food preparation and storage areas.

Note:

1. This does not include infestation from rats/mice. For this deficiency, see "Rats/Mice/Vermin (Infestation – Health and Safety)."
2. If you see baits, traps, and sticky boards that show no presence of insects, do not record this as a deficiency.

Rats/Mice/Vermin (Infestation – Health and Safety)

Deficiency: You see evidence of rats or mice sightings, rat or mouse holes, or droppings.

Note:

1. This does not include infestation from insects. For this deficiency, see "Insects (Infestation – Health and Safety)."
2. If you see baits, traps, or sticky boards that show no presence of vermin, do not record this as a deficiency.