STREAMLINING COMPLIANCE

SUPPLEMENTAL INSPECTION STANDARDS OF PRACTICE

THIS MANUAL LISTS ITEMS AND SYSTEMS TO BE EVALUATED IN ADDITION TO THOSE DEFECTS DEFINED BY THE UNIFORM PHYSICAL CONDITIONS STANDARDS (UPCS) AS PUBLISHED BY HUD.

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SITE INSPECTIBLE ITEMS

FENCING AND GATES

Any damage or deterioration including but not limited to: rust flaking, peeling paint or stain, fence out of plumb, sagging or out of level, bars or rails bent, missing or damaged components including clips, bolts, latches, post caps, etc.

GROUNDS

Erosion less than covered by UPCS but effecting walkways, driveways, or any other common systems or buildings.

Negative grade or earth contact with siding.

Ponding of water 1” or more in any area 25 square feet or more near buildings, foundations, planting areas or along obvious pedestrian routes.

MAIL BOXES

The mail box needs to be protected from rust by re-painting.

The mailbox needs to be secured to the supporting structure.

SITE SIGNS

The sign is obviously out of plumb or not level.

The sign needs paint, stain or masonry sealer to protect from excessive weathering.

Masonry signs need brick replacement or mortar pointing

Signs need Accessibility or Fair Housing icons (icons should be as large as the phone numbers on the sign).

PLAY AREAS AND EQUIPMENT

Equipment that does not function as it should

Equipment that needs protection to prevent deterioration from weather

Areas with missing surface fill, improper materials used as fill, or areas

with less than 12” of fill in the play area.

REFUSE DISPOSAL SITES

Any section of the dumpster enclosure has damage such as holes, missing parts, or damaged surfaces.

The enclosure is in need of normal protection from the elements, (i.e. paint or stain).

STORM DRAINAGE

Damage to the storm drainage structure (such as the catch basin)

The storm drainage system is partially or totally blocked by debris

The catch basin is elevated above the adjacent surface and does not collect water.

WALKWAYS AND STEPS

Any handrail that is missing, loose, damaged or otherwise unusable. (Handrails are required at any location with 4 or more steps)

Missing guard rails, (required at any level more than 30” above the ground)

Note any cracks bigger than ½” horizontally or vertically in sidewalks or steps.

Note any hazard to the residents of the development on city walks adjacent to the property and between the property and the street. Note that it is off site.

IRRIGATION

Obvious damage to the irrigation systems, such as missing heads, broken lines, connections or controls, or exposed lines that could be a trip hazard.

Any part of the irrigation system that is spraying buildings, walks or other areas that might cause staining, damage, hazards or other problems.

LANDSCAPING

Fountains or other water features are not functioning as intended

Planting beds need mulch or weeding

Planting bed mulch too high and contacts the building (there should be 6" between mulch and siding)

Borders need to be re-cut or edging needs to be repaired, replaced, or pushed back into proper level.

Trees and shrubs are dead or dying, show evidence of infestation, or are improperly planted.

Trees or shrubs rubbing or scraping the roof, walls or other building elements.

Trees overhanging the roof with potential for falling and damaging the roof.

SITE LIGHTING

Lights obviously not operating properly

Obvious damage to the poles, light bases or fixtures

Trees or other plantings that have grown to the point that they block the light from lighting areas it originally was supposed to illuminate.

GENERAL CONDITION OF THE PROPERTY, CURB APPEAL

Any deferred maintenance visually apparent at first arrival

Note if the project exhibits cluttered patios, dirty or unkempt entryways, excessive litter, or any other factors that lower curb appeal.

BUILDING EXTERIOR

DOORS

Any door required for security not lockable

Any door required for security not self-closing and self-locking.

The key supplied by management doesn't unlock the door

Weather stripping and door sweeps that are missing or non-functional

The door has noticeable rust, peeling, indentations, splits, cracks or holes (note even if they do not affect the integrity of the door)

FIRE ESCAPES

Insecure guard rails or hand rails

FOUNDATIONS

Differential settlement or cracks larger than ¼". Any stair step cracks in brick or block walls.

Exposed footings.

Negative grade or evidence of water ponding against the foundation. Any signs of water entering crawl space foundation vents or non-closable vents

Evidence of drip lines or overflowing gutters near the foundation

LIGHTING

Insufficient light fixtures by exterior doors, exterior stairs or steps.

WALLS (ENVELOPE)

Earth contact between the site grade and the siding. Any areas of negative grade towards the siding or any apparent deterioration of siding along the bottom course.

Signs of water staining, peeling, discoloration around doors, windows and other penetrations.

Obvious missing or improper flashings.

Signs of obvious missing or separated caulk joints.

Mortar joints that need re pointing. Any stair stepped cracks in brick walls or gaps larger than ¼".

Chimney caps or vent covers that are damaged or need replacing.

GUTTERS AND DOWNSPOUTS (ENVELOPE)

Stained, broken, sagging or obviously clogged gutters.

Disconnected or squashed downspouts. Any downspouts not connected to the site drains.

ROOFS, SOFFITS AND OVERHANGS (ENVELOPE)

Missing shingles

Any signs of sever distress or granular loss, broken or cupped tabs.

Pervasive moss

Soffit vents that are clogged or blocked or a lack of venting openings.

Damage to the soffits that would allow insects or animals to enter the attic.

WINDOWS (ENVELOPE)

Obvious fading or discoloration in window frames and sashes. Note apparent sagging or deformity in sashes, any fogging or evidence of seal failure, and any rotted or deteriorated sashes or frames.

Windows with a sill less than 8' off the ground (or porch or lower roof) that is not lockable.

Deteriorated or missing caulk or glazing compound

Obvious signs of dripping, staining or discoloration that might indicate leaks in back of the siding at windows and doors.

DECKS PORCHES AND PATIOS

Obvious rot or deterioration to wood or composite decking and framing.

If there are concrete decks, note any standing water or staining of siding.

If there are more than 4 steps, is there a hand rail and guard rail?

Staining or discoloration where the deck meets the wall

Concrete patio obviously slants toward the building

Porch or deck posts directly in contact with the concrete floor.

BUILDING SYSTEMS

NOTE: To prevent duplication, Systems listed in this section only include those not listed in Common Areas and Units.

ELEVATORS

Elevator needs roller repair. The elevator does not stop level with the floor by ¾" or more.

Damage to the elevator controls, walls, ceiling, or floor surfaces.

Is the yearly inspection certificate on the elevator or available on site?

FIRE PROTECTION

Sprinkler heads recessed, too near a wall, or obstructed to the point where the spray pattern would not reach areas that should be covered by that head.

Check that the fire extinguishers are labeled and have been inspected within one calendar year.

COMMON AREAS

BALUSTER/SIDE RAILINGS AND STEPS

The baluster/railing/steps system shows signs of excessive wear.

The finish needs to be replaced or the surface is splintered or rough.

Any area higher than 30” that doesn’t have a guard rail at least 36” high

Are there handrails on any stair system greater than 4 steps?

COUNTERTOPS

Damage to the countertops in kitchens or baths. Check for delamination at edges.

DOORS

Damage to door components, including weather-stripping and sweeps, even if the damage does not impede the functioning of the door.

Fire rated doors must self-close and self-latch. Doors that have closers and are required for security must self-close, latch and lock.

DRYER VENT

Dryers are not ducted properly to the exterior. Note if plastic or other non-UL rated flex duct is being used.

Dryer vent exterior cap is non-functioning due to its condition, or is blocked with lint and not venting properly.

The vent is crushed or restricted, or if the vent line appears to be greater than 25’ from the appliance to the outlet.

ELECTRICAL

GFCI's are located in all wet, exterior, basement or garage locations. Check that outlets test and reset.

FENCING

Note any damage or deterioration including rust, even if it does not compromise the integrity of the fence.

FLOORS

Damaged flooring beyond the minimum of 5% mandated by UPCS. This would include items like gouges or cuts in Kitchen or Bath vinyl, and vinyl not properly secured, such as at seams or next to a tub.

Painted areas on floors not covered by the 1 square foot mandated by UPCS.

Areas of rot not covered by the minimum of 1 square foot mandated by UPCS.

Damage to the carpet not covered by the 5% mandated by UPCS. This would include items like obvious seams in carpet, unraveling areas, loose carpet at borders, etc.

Water stains and mildew over 16 square inches on any floor area.

HVAC

If a radiant or steam heating system, note any missing covers, even if it does not result in a hazard.

If combustion furnace (gas, propane or oil) is the source of heat, is:

- It not in sleeping areas
- the source of combustion air is not blocked

Are chimneys properly connected, display proper clearance to combustible surfaces, and do not exhibit any rust, holes, or mis-alignment. If so equipped does the automatic damper appear to function properly.

Check that Electric baseboard heaters are firmly attached to the wall. Cadet electric fan type heaters function, are not too loud, are free of excessive rust and lint.

SINKS/LAVATORY

Discoloration, cracks, or chips in any part of the sink.

Sink not firmly secured to the countertop.

LIGHTING

Lighting fixtures not working properly. This includes fixtures that are flickering, have missing lamps, or have noisy ballasts.

RANGE HOODS

The fan is noisier than it should be. The grease filter is missing or should be cleaned. Fan controls are not functioning.

Hood outlet on the exterior is damaged, missing, damaged or non functional.

RANGE/STOVE

Control knobs are missing or broken.

Anti-tip device is not installed (if required by the manufacturer)

Surface finish is severely scratched or the metal is rusting.

REFRIGERATOR

Shelves or drawers are damaged, inoperable or missing

Compressor is noisy and appears near the end of its life cycle

Door does not close or seal properly.

RESTROOM VANITY (COMMON AREAS)

Floor of the vanity base has been warped or weakened by a water leak.

Is the top properly secured to the cabinet?

SHOWER/TUB COMBINATION (COMMON AREAS)

Discoloration, cracks, or chips in the tub surface.

Shower curtain rod or shower door assembly is damaged or not properly secured.

KITCHEN SINK

Discoloration, cracks or chips in any part of the sink.

Is the sink properly secured to the cabinet?

SMOKE ALARMS

Housing or base missing

Detector missing, disconnected or disabled.

BROKEN, DAMAGED OR MISSING STEPS AND HANDRAILS

Loose carpet or other covering on the surface of the steps. Is the step covering damaged or worn so as to be a potential fall hazard?

Handrail loose or damaged.

Balusters loose or missing.

WALLS AND TRIM

Holes, cracks or dents that pierce the drywall. Note if they expose the stud bays to interior air and create significant drafts.

Damaged, loose, missing, or decayed trim

Peeling, cracking or flaking paint (other than small chips at doorways or walls caused by normal use, furniture scrapes, etc.)

TOILET

Water closet seal broken or leaking

Toilet loose on its mounts.

Staining or other evidence that the shut off valve is leaking or non-functional.

WINDOWS (COMMON AREAS)

Sill damaged, deteriorated, warped or the surface is stained or blistered.

Windows that cannot be locked that are less than 8' above the ground, or above a roof, porch or deck that can easily be reached from the ground.

Areas of missing or failed caulk or seals.

UNIT INSPECTIBLE ITEMS

BATHROOM CABINETS

Check that cabinets and drawers in Senior projects have accessible pulls (pulls that can be opened with a closed fist)

Evidence of staining inside the cabinet

LAVATORY SINK

Lavatory sink is not firmly attached to the vanity or wall

Low functional flow at faucets

SHOWER/TUB

Low functional flow at the shower head

VENTILATION/EXHAUST SYSTEM

Filter clogged and restricted.

Fan unit makes an unacceptable amount of noise.

TOILET

Toilet is loose.

Toilet appears to be running constantly

Evidence of a leak by the shut off valve

Toilet drains slowly. (If so, check whether there is a low functional flow of water entering the bowl.

WATER HEATER

Are seismic straps installed?

Is a drainage pan installed if the location is above living space?

If a combustion source unit, is the water heater located in a closet in a bedroom.

If a combustion unit, does there appear to be adequate combustion air

If a combustible unit are there combustible materials stored within 30" of the water heater

DOORS

Have any locks been reversed that could potentially result in being locked in a room

Must a key be used to unlock an exterior door to get out

Has a lock been removed

ELECTRICAL SYSTEM

Are GFCI's located at all wet locations, basements, garages or exteriors

FLOORS

Damage to any floor covering less than the 5% noted in UPCS, including holes and gouges in vinyl, seams in carpet, unraveling or loose carpets

Large sections of damaged or missing parts, holes that penetrate the finished floor or subfloor that might allow weather or vermin to enter, or cause a trip hazard.

Stains, water damage, mold or mildew great than 16 Square inches.

HVAC

Bent squashed, or disconnected ductwork

Is the chimney vent pipe secure, display proper clearance to combustibles, and does not exhibit any rust, holes or misalignment. If so equipped, does the automatic damper appear to operate properly.

No shutoff on the gas or oil lines.

Combustible materials stored within 30" of the furnace.

Does the general condition of the unit and system seam dirty, not recently serviced, or have dirty registers and ducts.

If steam or hot water heat are any covers missing.

If electric heat, are the baseboard units firmly attached to the walls. If Cadet type units do they operate with excessive noise, or appear excessively dirty or rusty.

KITCHENS

Cabinets and drawers in Senior projects do have accessible pulls (“u” shaped pulls)

RANGE HOOD

The range hood is excessively noisy or the controls do not function properly.

Grease filters are missing or dirty. The exterior vent is damaged, blocked or missing.

RANGE/OVEN

Control knobs missing or broken

Oven rack missing

The surface is rusted, scratched or dis-colored.

Burners not working.

If required by the manufacturer, is an anti-tip strap installed.

REFRIGERATOR

Shelves or drawers are missing or damaged

The compressor is excessively loud

The handle is loose or the door does not seal properly

Refrigerator is badly damaged or scratched.

SINK

Sink is not firmly attached to the countertop

DRYER VENT

Plastic corrugated line being used for the vent

Vent line is crushed, restricted, or appears to be farther than 25' from the outlet.

LIGHTING

Any lights not working properly, including flickering, missing lamps, missing globes or noisy ballasts

OUTLETS/SWITCHES

Light switch or outlet that appears to be not working

SMOKE DETECTOR

Smoke detector is missing, dis-connected or disabled

C. O. DETECTOR

If there are combustion fuel appliances in the unit (gas range, gas or oil furnace or water heater) is there a CO detector present.

STAIRS

Steps or their covering loose or not secured.

Handrail is loose or damaged, or Is the handrail rough, splintery, or in need of paint/stain.

WALLS/TRIM

Damaged, loose, missing, or decayed trim

Peeling, cracking or flaking paint, (other than small chips at doorways or Walls caused by normal use, furniture scrapes, etc.)

Loose or broken ceramic tiles or areas that need re-grouting at the tub shower surround to prevent water from penetrating the tile surface.

WINDOWS

Window with its sill less than 8 feet off the ground (or roof, porch, etc that can easily be accessible from the ground) and is not lockable.

Windows that do not close.

HEALTH AND SAFETY INSPECTIBLE ITEMS

AIR QUALITY

A feeling of dampness or excessive humidity in the air

ELECTRICAL HAZARDS

Frayed or broken wires

Bare wires exposed, not covered by plastic or rubber insulation

Wires that are exposed or improperly junctioned

Light fixtures, switches or plugs hanging from the electric wire with no other support.

Electrical extension cords under carpets or rugs or inappropriately strung across rooms and doorways. (fire hazard)

Does the resident or manager point out outlets that do not work, have scorch marks or give a shock.

Does the resident or manager report any over loaded circuits or blown fuses or circuit breakers.

OTHER HEALTH AND SAFETY HAZARDS

1. Any room set up as a bedroom in a basement or other area that is not served by two exits as per code.
2. A window identified as the only escape window that is blocked by an air conditioner which cannot be removed quickly in an emergency.
3. Any ponding, ice or other hazard at a building entry, dumpsters used by the residents, or where a person would get in or out of a car.
4. Any blocked entry/egress/exit situation at emergency or fire escape entrances.
5. Any missing or damaged elements at a fire escape exit that would potentially block its use in an emergency.
6. Any broken, cracked or missing windows that are potential hazard.
7. Any fuel supply line leak.
8. Any damaged, loose or improperly constructed handrail or guard rail.
9. Any damaged or non-functioning garbage chute that could potentially cause an un healthful situation.
10. Any fire door that does not fully self-close and self-latch.
11. Any security door that does not self-close and self-lock.
12. Is an accessible wheelchair route part of the fire egress route.
13. Any fungus spores or organic growth that contributes to poor air quality.
14. Any conditions on steps or their coverings that could potentially be a trip or fall hazard.