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Mortgage Finance Authority

**Uniform Physical Conditions Standards Definitions**

**(UPCS)**

**For**

**House by House Reservation Rehabilitation Program**

**Dictionary of Deficiency Definitions For**

**Uniform Physical Conditions System**

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Building Exterior **-** Items to inspect are as follows:

Foundations

Roofs

Walls

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 item can have the following deficiencies:

### Cracks/Gaps

***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 there are large pieces 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. You see cracks that are the full depth of the wall, providing opportunities for water penetration or you see sections of the wall or floor that are broken apart.

Comments

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

### **Spalling/Exposed Rebar**

***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 10-50% of any foundation wall.

**Level 3:** You see obvious, significant spalled area(s) affecting 50% or more of any foundation wall or you see spalling that exposes any reinforcing material--rebar or other.

Comments

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

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

***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 “Building Exterior - Roofs – Missing Components from Downspouts/Gutters”.

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: N/A**

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

Comments

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

### Damaged Soffits/Fascia

***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:** N/A

**Level 2:** N/A

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

Comments

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

### Damaged Vents

***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 “Building Systems – Exhaust.”

Soffit vents are covered under “Roofs-Damaged Soffits/Fascia.”

***Level of Deficiency:***

**Level 1:** N/s

**Level 2:** N/A

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

### Damaged/Torn Membrane/Missing Ballast

***Deficiency:*** In the membrane or flashing, you see 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 to the membrane that may result in water penetration.

Comments

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

### Missing/Damaged Components from Downspout/Gutter

***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 “Building Exterior - Roofs – Clogged Drains.”

***Level of Deficiency:***

**Level 1:** Splash blocks are missing or damaged.

**Level 2:** N/A

**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

***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 one square of surface material or shingles is missing from roof areas you survey.

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

**Level 3:** More than two squares of shingles are missing from surveyed roofing areas.

Comments

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

### Ponding

***Deficiency:*** You see evidence of areas of standing water--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.

Comments

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

## Walls - 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 item can have the following deficiencies:

Cracks/Gaps

Damaged Chimneys

Missing Pieces/Holes/Spalling

Missing/Damaged Caulking/Mortar

Stained/Peeling/Needs Paint

### Cracks/Gaps

***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 one of the two.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**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 that is the full depth of the wall, providing opportunity for water penetration or you see sections of the wall that are broken apart.

**Comments**

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

### Damaged Chimneys

***Deficiency:*** The chimney, including the part that extends above the roof line, has separated from the wall or has cracks, spalling, missing pieces, or broken sections.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** The surface of the chimney shows surface damage on more than one piece of wall or the surface of the chimney has holes that affect an area larger than 4 inches by 4 inches.

**Level 3:** Part or the entire 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.

Comments

**Level 3:** If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

### Missing Pieces/Holes/Spalling

***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--a single brick or section of siding, for example--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 (re-bar) or you see more than one missing piece 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.

Comments

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

### Missing/Damaged Caulking/Mortar

***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 one contiguous masonry unit or you see deteriorated caulking in an area longer than 12 inches.

**Level 3:** N/A

### Stained/Peeling/Needs Paint

***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

# Building Systems Items - Items to inspect for “Building Systems” are as follows:

Domestic Water

Sanitary System

## Domestic Water - 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, and 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.

This item can have the following deficiencies:

Leaking Central Water Supply

Water Supply Inoperable

### Leaking Central Water Supply

***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. 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.

**Comments**

**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 in “Health and Safety: Electrical Hazards.”

### Water Supply Inoperable

***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.

## Sanitary System - 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, and collection piping, fittings, valves, and supports. This item can have the following deficiencies:

Broken/Leaking/Clogged Pipes or Drains (Sanitary System)

### Broken/Leaking/Clogged Pipes or Drains

***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.

# Unit - Items to inspect for “Unit” are as follows:

Bathroom

Kitchen

Call-for-Aid Lighting

Ceiling Outlets/Switches

Doors Patio/Porch/Balcony

Electrical System Smoke Detector

Floors Stairs

Hot Water Heater Walls

HVAC System Windows

**Bathroom -** A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet. This 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

***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 shelves, vanity tops, drawers, or doors 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

***Deficiency:*** A basin (sink) is missing or shows signs of deterioration or distress.

***Level of Deficiency:***

**Level 1:** N/A

**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

***Deficiency:*** Water does not drain adequately in the shower, tub, or basin (sink).

***Level of Deficiency:***

**Level 1:** N/A

**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

***Deficiency:*** You see that a basin, shower, water closet, tub faucet, or associated pipes are leaking water.

***Level of Deficiency:***

**Level 1:** N/A

**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

***Deficiency:*** The shower, tub, or components are damaged or missing. This includes associated hardware; grab bars, shower doors, etc.

**Note:** 1. this does not include leaking faucets and pipes.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**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

***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

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

***Level of Deficiency:***

**Level 1:** N/A

**Level 2: N/A**

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

## Ceiling - The visible overhead structure lining the inside of a room or area. This item can have the following deficiencies:

Bulging/Buckling

Holes/Missing Tiles/Panels/Cracks

Peeling/Needs Paint

Water Stains/Water Damage/Mold/Mildew

### Bulging/Buckling

***Deficiency:*** The ceiling 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.

Comments

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

### Holes/Missing Tiles/Panels/Cracks

***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:** N/A

**Level 2:** N/A

**Level 3:** You see a hole that penetrates the area above; you can see through it.

Comments

**Level 3:** If a hole is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

### Peeling/Needs Paint

***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

### Water Stains/Water Damage/Mold/Mildew

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

***Level of Deficiency:***

**Level 1:** On one ceiling, you see evidence of a leak, mold, or mildew--such as a darkened area—over a small area (more than 1 square foot but less than 4 square feet). You estimate that less than 10% of the ceiling surface area is affected. You may or may not see water.

**Level 2:** On one ceiling, you see evidence of a leak mold or mildew-- such as a darkened area—over a large area (more than 4 square feet). You may or may not see water or you estimate that 10-50% of the ceiling area has Level 1 damage.

**Level 3:** On one ceiling, you estimate that a large portion--50% of its surface--has been substantially saturated or damaged by water, mold, or mildew. You see cracks, moist areas, mold, or mildew.

Comments

**Level 3:** If the condition is a health and safety concern, you must record it manually in “Health and Safety: Air Quality.”

Doors **-** 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 item can have the following deficiencies:

Damaged Surface Holes/Paint/Rusting/Glass

Damaged Frames/Threshold/Lintels/Trim

Damaged Hardware/Locks

Damaged/Missing Screen/Storm/Security Door

Deteriorated/Missing Seals (Entry Only)

Missing Door

### Damaged Surface - Holes/Paint/Rusting/Glass

***Deficiency:*** 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. This includes holes, peeling/cracking/no paint, broken glass, and significant rust.

**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:** N/A

**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.

Comments

**Level 3:** If the condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

### Damaged Frames/Threshold/Lintels/Trim

***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 “Doors-Damage Hardware/Locks”.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** At least one *bathroom door or entry door* is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.

Comments

**Level 3:** If the condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.”

### Damaged Hardware/Locks

***Deficiency:*** The attachments to a door that provide hinging, hanging, opening, closing, surface protection, or security is 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.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**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/Missing Screen/Storm/Security Door

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

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** A security door is not functioning or missing.

**Comments**

**Level 3:** “Missing” applies only if a security door that should be there is not there.

### Deteriorated/Missing Seals (Entry Only)

***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 one entry door, or they are so damaged that they do not function as they should.

### Missing Door

***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:** N/A

**Level 2:** N/A

**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 - Portion of the unit that safely provides electrical power throughout the building including equipment that provides control, protection, metering, and service. This 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

***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 items or items of sufficient size and weight can impede access to the unit’s electrical panel during an emergency.

### Burnt Breakers

***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

***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

***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.

Comments

**Level 3:** If the condition is a health and safety concern, you must record it manually as “Health and

Safety: Electrical Hazards.”

### GFI - Inoperable

***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.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it as “Health and Safety: Electrical Hazards.”

### Missing Breakers/Fuses

***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

***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 -The visible horizontal surface system within a room or area underfoot; the horizontal division between two stories of a structure. This item can have the following deficiencies:

Bulging/Buckling

Floor Covering Damage

Missing Flooring/Tiles

Peeling/Needs Paint

Rot/Deteriorated Subfloor

Water Stains/Water Damage/Mold/Mildew

## Bulging/Buckling

***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.

Comments

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

### Floor Covering Damage

***Deficiency:*** You see damage to carpet tiles, wood, sheet vinyl, or other floor covering.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You estimate that *more than 50%* of the floor covering has burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

### Missing Flooring/Tiles

***Deficiency:*** VCT, sheet, vinyl, carpet, or other flooring material is missing. **Note:** If you have a single concern about compromised safety, record this as a Level 3 deficiency.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You estimate that more than 50% of the floors are affected by missing or broken flooring or missing or broken flooring causes a single safety problem.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

### Peeling/Needs Paint

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

***Level of Deficiency:***

**Level 1:** N/A

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

**Level 3:** N/A

### Rot/Deteriorated Subfloor

***Deficiency:*** The subfloor has decayed or is decaying.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see large areas of rot--more than 4 square feet--and applying weight causes noticeable deflection.

Comments

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

### Water Stains/Water Damage/Mold/Mildew

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

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You estimate that a large portion of floor--more than 4 square feet--has been substantially saturated or damaged by water, mold, or mildew. You see cracks, mold, and flaking, and the floor surface may have failed.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it manually as “Health and Safety: Air Quality.”

Hot Water Heater **-** This item can have the following deficiencies:

Misaligned Chimney/Ventilation System

Inoperable Unit/Components

Leaking Valves/Tanks/Pipes

Pressure Relief Valve Missing

Rust/Corrosion

Misaligned Chimney/Ventilation System

***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 that may cause improper or dangerous venting of gases.

### Inoperable Unit/Components

***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

***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.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it manually in “Health and Safety Hazards.”

### Pressure Relief Valve Missing

***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.

### Rust/Corrosion

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

***Level of Deficiency:***

**Level 1:** N/A

**Level 2: N/A**

**Level 3:** You see significant formations of metal oxides, flaking, or discoloration--or a pit or crevice. Because of this condition, the equipment or piping do not function.

HVAC System **-** 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. This 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

***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 one cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.

Comments

**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 in “Health and Safety: Hazards.”

### Inoperable

***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 does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it manually in “Health and Safety: Hazards.”

### Misaligned Chimney/Ventilation System

***Deficiency:*** The exhaust system on a gas-fired unit 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 gases.

Kitchen - A place where food is cooked or prepared. This 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

***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:** N/A

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

Countertops - Missing/Damaged

***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--not a sanitary surface to prepare food.

**Level 3:** N/A

Dishwasher/Garbage Disposal - Inoperable

***Deficiency:*** A dishwasher or garbage disposal, if provided, does not function as it should.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** The dishwasher or garbage disposal does not function as it should.

**Level 3:** N/A

Plumbing - Clogged Drains

***Deficiency:*** The water does not drain adequately.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The drain is completely clogged or has suffered extensive deterioration

Plumbing - Leaking Faucets/Pipes

***Deficiency:*** You see that a basin faucet or drain connections leak.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see a steady leak that is having an adverse effect on the surrounding area, and the faucet or pipe is not usable.

Range Hood/Exhaust Fans - Excessive Grease/Inoperable

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

***Level of Deficiency:***

**Level 1:** N/A

**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

***Deficiency:*** The unit is missing or damaged.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The unit is missing or 2 or more burners are not functioning or the oven is not functioning.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it manually as “Health and Safety: Hazards.” Replacement unit must be Energy Star rated.

Refrigerator - Missing/Damaged/Inoperable

***Deficiency:*** The refrigerator is missing or does not cool adequately for the safe storage of food.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The refrigerator is missing or the refrigerator does not cool adequately for the safe storage of food.

Comments

Replacement unit must be Energy Star rated.

Sink - Missing/Damaged

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

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

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

## Walls - The enclosure of the unit and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, and sheet-rock. Surface finish materials include paint, wall-coverings. This item can have the following deficiencies:

Bulging/Buckling

Damaged

Damaged/Deteriorated Trim

Peeling/Needs Paint

Water Stains/Water Damage/Mold/Mildew

Bulging/Buckling

***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.

Comments

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

### Damaged

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

**Note:** This does not include small holes created by hanging pictures, etc.

***Level of Deficiency:***

**Level 1: N/A**

**Level 2:** N/A

**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 (larger than a sheet of paper—8 1/2 inches by 11 inches or a crack greater than 1/8 inch wide and at least 11 inches long)

Damaged/Deteriorated Trim

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

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**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.

Peeling/Needs Paint

***Deficiency:*** Paint is peeling, cracking, flaking, or otherwise deteriorated or a surface is not painted.

***Level of Deficiency:***

**Level 1:** N/A

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

**Level 3:** N/A

Water Stains/Water Damage/Mold/Mildew

***Deficiency:*** Walls are not watertight. You see evidence of water infiltration, mold, or mildew--or damage caused by saturation or surface failure.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** You see evidence of a leak, mold, or mildew--such as a darkened area--over a large area (more than 4 square feet). You probably see water.

**Level 3:** On one or more walls, you estimate that a large portion--50% of the surface--has been substantially saturated or damaged by water, mold, or mildew. You see cracks, moist areas, mold, or flaking. The wall surface may have failed or you estimate that more than 50% of the walls show damage from stains, mold, or mildew.

Comments

**Level 3:** If the condition is a health and safety concern, you must record it manually in “Health and Safety: Air Quality.”

## Windows - Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials include wood, aluminum, and vinyl. This item can have the following deficiencies:

Cracked/Broken/Missing Panes

Damaged Window Sill

Inoperable/Not Lockable

Missing/Deteriorated Caulking/Seals

Peeling/Needs Paint

Security Bars Prevent Egress

Cracked/Broken/Missing Panes

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

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see that a window pane is broken or missing from the window sash.

Damaged Window Sill

***Deficiency:*** The sill--the horizontal part of the window that bears the upright portion of the frame—is damaged.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** A sill is missing or damaged enough to expose the inside of the surrounding walls and compromise its weather tightness.

**Level 3:** N/A

Inoperable/Not Lockable

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

***Level of Deficiency:***

**Level 1: N/A**

**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

***Deficiency:*** The caulking or seals that resist 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 two 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:** N/A

**Level 2:** N/A

**Level 3:** There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure.

Peeling/Needs Paint

***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

***Deficiency:*** Exiting by window is severely limited or impossible because security bars are damaged or improperly constructed or installed.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** Security bars are not functioning as they should, limiting the ability to exit through the window and posing safety risks.

Laundry Area **-** A place or room where soiled clothes and linens are washed and/or dried. This item can have the following deficiencies:

Dryer Vent Missing/Damaged/Inoperable

Dryer Vent Missing/Damaged/Inoperable

***Deficiency:*** Inadequate means is available to vent accumulated heat/lint to the outside.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** Dryer vent is missing or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

Outlets/Switches **-** The receptacle connected to a power supply or method to control the flow of electricity. Includes two & three prong outlets, ground fault interrupters, pull cords, two & three pole switches, and dimmer switches. This item can have the following deficiencies:

Missing

Missing/Broken Cover Plates

### Missing (Outlets/Switches)

***Deficiency:*** An outlet, switch, or both are missing.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** An outlet, switch, or both are missing.

Comments

**Level 3:** If this condition is a health and safety concern, you must record it manually as a “Health and Safety: Electrical Hazards.”

Missing/Broken Cover Plates

***Deficiency:*** The flush plate used to cover the opening around a switch or outlet is damaged or missing.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** A cover plate is missing, which causes wires to be exposed.

## Additional Inspection Items

### Baluster/Side Railings Damaged (Patio/Porch)

***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 - 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. This item can have the following deficiencies:

Missing/Inoperable

Missing/Inoperable

***Deficiency:*** A smoke detector will not activate or is missing.

**Note:**

1. There must be at least one smoke detector on each level.

2. If 2 or more smoke detectors are on the same level in visible proximity, at least one 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 - Series of 4 or more steps or flights of steps joined by landings connecting levels of a unit. Includes supports, frame, treads, hand rails. This item can have the following deficiencies:

Broken/Missing Hand Railing

Broken/Damaged/Missing Steps

### Broken/Missing Hand Railing

*Deficiency:* The hand-rail is damaged or missing.

***Level of Deficiency:***

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The hand-rail for four or more stairs is either missing, damaged, loose, or otherwise unusable.

### Broken/Damaged/Missing Steps

***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.

# Health and Safety - Items to inspect for “Health and Safety” are as follows:

Air Quality

Electrical Hazards

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 -***Deficiency:* You see evidence of mold or mildew, especially in bathrooms and air outlets.

### Propane/Natural Gas/Methane Gas Detected -*Deficiency:* You detect strong propane, natural gas, or methane gas odors that could pose a risk of explosion/fire or pose a health risk if inhaled

### Sewer Odor Detected

***Deficiency:* You detect sewer odors that could pose a health risk if inhaled for prolonged periods.**

## 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 - *Deficiency:* You see exposed bare wires or openings in electrical panels.

**Note: If the accompanying authority has identified abandoned wiring, capped wires do not pose a risk and should not be recorded as a deficiency.**

### Water Leaks On or Near Electrical Equipment - *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.

## Hazards - Physical hazards that pose risk of bodily injury. The following deficiencies can be noted:

Other

Sharp Edges

Tripping

### Other - *Deficiency:* If you see any general defects or hazards that pose risk of bodily injury, you must note them. Note: This includes hazards that are not specifically defined elsewhere.

### Sharp Edges - *Deficiency:* You see any physical defect that could cause cutting or breaking human skin or other bodily harm.

### Tripping - *Deficiency:* You see any physical defect that poses a tripping risk.

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 - *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 Infestation – Rats/Mice/Vermin under Health and Safety.

### Rats/Mice/Vermin - *Deficiency:* You see evidence of rats or mice--sightings, rat or mouse holes, or droppings.