

Uniform Physical Conditions Standards

UPCS







Quick Check Guide



mma
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AND ASSOCIATES, INC.

Your handy reference to levels of deficiency for all five inspectable areas

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Exterior fence hinge is broken



Hole larger than 12 inches by 12 inches



Rutting in site area

	Deficiency	Level 1	Level 2	Level 3
Fencing and Gates	Holes/Missing Sections/Damaged/Falling/Leaning–Non-security/Non-safety Fences and Gates A non-security/non-safety fence, for example privacy or decorative fence or gate, is rusted, deteriorated, uprooted, missing, or contains holes (swimming pool fences and gates are covered under “pools and related structures” in Common Areas).	No level 1 deficiency	A non-security/non-safety fence or gate contains holes, deterioration, or damage in greater than 25% of the fence.	No level 3 deficiency
	Holes/Missing Sections/Damaged/Falling/Leaning–Security/Safety Fences and Gates A security/safety fence or gate at least four feet high, for example, perimeter or playground fence, is rusted, deteriorated, uprooted, or missing, such that it may threaten security, health, or safety (swimming pool fences and gates are covered under “pools and related structures” in Common Areas).	A security/safety fence or gate contains small holes (less than 12 inches by 12 inches) or related damage is less than 25% of the fence.	A security/safety fence or gate contains small holes (less than 12 inches by 12 inches) or related damage is more than 25% of the fence.	A security/safety fence or gate contains large holes (greater than 12 inches by 12 inches), has a missing section, or does not function as intended.
Grounds	Erosion/Rutting Areas 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. [Does not include erosion/rutting from a defined storm drainage system or in a play area.]	No level 1 deficiency	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 6-8 inches wide and 3-5 inches deep.	Runoff has extensively displaced soil, causing 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- A rut larger than 8 inches wide by 5 inches deep.



Water accumulation more than 5 inches deep



Mailbox cannot be locked



Graffiti on exterior walls

	Deficiency	Level 1	Level 2	Level 3
Grounds	Overgrown/Penetrating Vegetation Plant life has spread to unacceptable areas, unintended surfaces, or has grown in areas where it was not intended to grow. No level 1 deficiency [See note 1]		Vegetation extensive and dense; difficult to see broken glass, holes, and other hazards. -OR- Vegetation contacts or penetrates an unintended surface—buildings, gutters, fences/walls, roofs, HVAC units, etc.—but no visible damage. -OR- Extensive, dense vegetation obstructs the intended path of walkways or roads, but path still passable.	Plants have visibly damaged a component, area, or system of the property or have made them unusable or impassable.
	Ponding/Site Drainage Water or ice has collected in a depression or on ground where ponding was not intended. [Does not include detention/retention basins or ponding on paved areas, such as parking lots.]	No level 1 deficiency	Accumulation of water (3-5 inches deep) affects the use of a section of the grounds, but grounds are generally usable.	Water accumulation more than 5 inches deep. -OR- Water accumulation has made more than 20% of grounds unusable for its intended purpose. (For example, ponding has made a recreational field unusable.)
Mailboxes/Project signs	Mailbox Missing/Damaged U.S. Postal Service resident/unit mailbox either missing or too damaged to function properly. [Does not include commercial deposit boxes or USPS “blue boxes.”]	No level 1 deficiency	No level 2 deficiency	U.S. Postal Service resident/unit mailbox cannot be locked. -OR- U.S. Postal Service resident/unit mailbox missing.
	Signs Damaged Project sign not readable because of deterioration or damage.	Sign damaged, vandalized, or deteriorated, and cannot be read from a reasonable distance.	No level 2 deficiency	No level 3 deficiency
Market Appeal	Graffiti 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. [Wall murals and other art forms are not graffiti.]	Graffiti in one place.	Graffiti in 2-5 places.	Graffiti in 6 or more places.



Ponding in parking lot



Potholes and loose material



Play equipment damaged – potential for injury with use

	Deficiency	Level 1	Level 2	Level 3
Market Appeal	Litter A disorderly accumulation of objects on the property, especially carelessly discarded trash. [Do not include litter left behind in the path of a recent garbage collection, or litter that is being collected and removed during your inspection.]	No level 1 deficiency	Excessive litter on the property.	No level 3 deficiency
Parking Lots/Driveways/Roads	Cracks/Settlement/Heaving/Loose Materials/Potholes There are visible faults in the pavement: longitudinal, lateral, alligator, etc. The pavement sinks or rises because of the failure of the sub-base materials.	No level 1 deficiency	Damaged pavement as defined as greater than 3/4 inch, cracks, settlement, hinging/tilting, loose materials, potholes, or missing sections that affect traffic ability over more than 10% of the property's parking lots/driveways/roads. [See notes 2 and 3]	Damaged pavement has made parking lot/driveway/roads unusable/impassable or creates unsafe conditions for pedestrians and vehicles. [See note 3]
	Ponding Water or ice has accumulated in a depression on an otherwise flat plane. [See note 1]	No level 1 deficiency	Between 1 and 3 inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway; the parking lot/driveway is passable.	3 inches of water or more has accumulated, making 5% or more of a parking lot/driveway unusable or unsafe.
Play Areas and Equipment	Damaged/Broken Equipment Equipment is broken, shattered, incomplete, or inoperable. [Do not evaluate equipment that has been withdrawn from service, except for safety concerns—sharp edges, dangerous leaning, etc.]	From 20-50% of equipment does not operate properly, but poses no safety risk.	More than 50% of equipment does not operate properly, but poses no safety risk.	Equipment poses a threat to safety and could cause injury.
	Deteriorated Play Area Surface Damage to a play area caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.	No level 1 deficiency	20-50% of the total play area surface shows deterioration.	More than 50% of the play area surface shows deterioration. [See note 3]



Retaining wall is leaning and falling



Obstructed storm drain



Missing hand rail

	Deficiency	Level 1	Level 2	Level 3
Refuse Disposal	Refuse Disposal The outdoor enclosed area used as a trash/refuse site is broken or damaged, including its walls -OR- is too small to properly store refuse until disposal. [This does not include curb pick-up areas. Address the condition of the slab under Parking Lots/Driveways/Roads.]	No level 1 deficiency	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling. -OR- Designated area too small to store refuse until disposal.	No level 3 deficiency
	Damaged/Falling/Leaning Structure deteriorated, damaged, falling, or leaning.	Shows some signs of deterioration but still functions properly; no safety risk.	No level 2 deficiency	Retaining wall is damaged and does not function properly or is a safety risk.
Storm Drainage	Damaged/Obstructed Storm drains are structurally unsound, blocked by accumulated debris, or present other safety hazards.	No level 1 deficiency	System partially blocked by debris, causing backup into adjacent areas.	System completely blocked or a large segment of the system has failed because debris has caused backups into adjacent areas -OR- runoffs into areas where runoffs are not intended
Walkways/Steps	Broken/Missing Hand Railing Hand rail damaged or missing.	No level 1 deficiency	No level 2 deficiency	Hand rail for four or more stairs missing, damaged, loose, or otherwise unusable.
	Cracks/Settlement/Heaving Visible faults in the pavement: longitudinal, lateral, alligator, etc. -OR- Pavement that sinks or rises because of the failure of subbase materials [Do not include cracks on parking lots/driveways or roads; relief joints are not considered cracks.]	No level 1 deficiency	Cracks greater than 3/4 inch, hinging/tilting, or missing sections that affect traffic ability over more than 5% of the property's walkways/steps. [Consider the capacity to support pedestrians, wheelchairs, and people using walkers. If the walkways or steps could cause tripping or falling, record this deficiency under "Health and Safety: Hazards."]	No level 3 deficiency
	Spalling A concrete or masonry walkway is flaking, chipping, or crumbling, possibly exposing underlying reinforcing material.	More than 5% of the walkway/steps have small areas of spalling—4 inches by 4 inches or less.	More than 5% of the walkway/steps have areas of spalling larger than 4 inches by 4 inches, and this affects traffic ability. [See note 2]	No level 3 deficiency



Damaged hardware and locks



Security door is nonfunctional



Missing exterior door

	Deficiency	Level 1	Level 2	Level 3
Doors	Damaged Frames/Threshold/Lintels/Trim Frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken.	No level 1 deficiency	At least one door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.	At least one entry door or fire/emergency door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim. [See note 4]
	Damaged Hardware/Locks Hardware damaged or missing. (Include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.) [If a door is not designed to have locks, do not record a deficiency for not having a lock.]	No level 1 deficiency	One door does not function properly or cannot be locked because of damage to the door's hardware.	One door's panic hardware does not function properly. -OR- One entry door or fire/emergency door does not function properly or cannot be locked because of damage to the door's hardware. [See note 4]
	Damaged Surface 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.	No level 1 deficiency	One door has a hole or holes with a diameter ranging from 1/4 inch to 1 inch.	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- One entry door or fire/emergency door has a hole or holes with a diameter ranging from 1/4 inch to 1 inch.
	Damaged/Missing Screen/Storm/Security Door Damage to surfaces, including screens, glass, frames, hardware, and door surfaces.	At least one screen door or storm door is damaged or is missing screens or glass—shown by an empty frame or frames.	No level 2 deficiency	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 Sealant and stripping designed to resist weather or caulking is missing or deteriorated. [If a door shows evidence that a seal was never part of its design, do not record a deficiency.]	No level 1 deficiency	No level 2 deficiency	Seals/caulking is missing on one entry door, or so damaged that they do not function as they should.
	Missing Door A door is missing.	No level 1 deficiency	No level 2 deficiency	A single missing building exterior door is a Level 3 deficiency. [See note 4]

Building Exterior

Doors • FHEO • Fire Escapes • Foundations • Lighting • Roofs • Walls • Windows



Missing accessibility route



Blocked egress restricts people from exiting



Foundation spalling exposed rebar

	Deficiency	Level 1	Level 2	Level 3
FHEO – Main Entrance	Main entrance less than 32 inches wide Measured between the face of the door and the opposite door stop.	No level 1 deficiency	No level 2 deficiency	The distance between the face of the door and the opposite doorstep is not 32 inches wide.
	FHEO – Accessibility to Main Entrance Obstructed or Missing Accessibility Route There must be an accessible route to and from the main ground floor entrance for every building inspected. Accessible routes include level surface to the door, ramps, sufficient width, etc.	No level 1 deficiency	No level 2 deficiency	There is not an accessible route.
Fire Escapes	Blocked Egress/Ladders Any part of the fire escape, including ladders, is blocked, limiting or restricting people from exiting. Includes fire towers, and ground-floor windows that would be used in an emergency.	No level 1 deficiency	No level 2 deficiency	Stored items or other barriers restrict or block people from exiting.
	Visibly Missing Components Any of the components that affect the function of the fire escape are missing.	No level 1 deficiency	No level 2 deficiency	Any functional component of the fire escape is missing. For example, one section of a ladder or railing is missing.
Foundations	Cracks/Gaps A split in the exterior of the lowest structural wall. Cracks that show evidence of water penetration should be evaluated here.	No level 1 deficiency	Cracks more than 1/8 inch wide by 1/8 inch deep by 6 inches long. -OR- Large pieces are separated or missing from the wall or floor. For example, many bricks are separated or missing.	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- Cracks that are the full depth of the wall, providing opportunity for water penetration. -OR- Sections of the wall or floor are broken apart. [See note 5]
	Spalling/Exposed Rebar A concrete or masonry wall is flaking, chipping, or crumbling possibly exposing underlying reinforcing material (rebar).	No level 1 deficiency	Obvious, large spalled areas affecting 10-50% of any foundation wall.	Obvious, significant spalled areas affecting 50% or more of any foundation wall. -OR- Spalling that exposes any reinforcing material—rebar or other. [See note 5]

Building Exterior

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Broken exterior light



Blocked roof drain causing ponding



Damage creates potential for water penetration

	Deficiency	Level 1	Level 2	Level 3
Lighting	Broken Fixtures/Bulbs Covers all of the lighting associated with the building, including site lighting attached to the building. Assign lighting that is not directly attached to a building to the nearest building.	No level 1 deficiency	20-50% of the lighting fixtures and bulbs surveyed are broken or missing, but does not constitute an obvious safety hazard.	More than 50% of the lighting fixtures and bulbs surveyed are broken or missing. -OR- The condition constitutes an obvious safety hazard. [See note 4]
	Damaged/Clogged Drains Drainage system does not effectively remove water (generally applies to flat roofs). [Does not include gutters and downspouts.]	No level 1 deficiency	Debris around or in a drain, but no evidence of ponding. -OR- Drain damaged or partially clogged with debris, but system still functions with no evidence of ponding.	Drain so damaged or clogged with debris that it no longer functions as shown by ponding. [See notes 4 and 5]
Roofs	Damaged Soffits/Fascia Damage to soffit fascia, soffit vents, or associated components that may allow water penetration or other damage from natural elements.	Damage to soffits or fascia, but no obvious opportunities for water penetration.	No level 2 deficiency	Soffits or fascia are missing or so damaged that water penetration is visibly possible. [See note 5]
	Damaged Vents Vents on or extending through the roof surface or components are damaged or missing. (Include ridge vents, gable vents, plumbing vents, gas vents, and others.) [Does not include roof exhaust fans or soffit vents.]	Vents visibly damaged, but do not present an obvious risk to promote further roof damage.	No level 2 deficiency	Vents missing or so visibly damaged that further roof damage is possible.
	Damaged/Torn Membrane/Missing Ballast Rips or tears in the membrane or flashing—including punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen, and similar materials—are all subject to tears and punctures.	No level 1 deficiency	Ballast has shifted and no longer functions properly.	Signs of damage to the membrane that may result in water penetration. [See note 5]



Shingles missing more than 2 squares



Cracks and gaps



Damaged chimney

	Deficiency	Level 1	Level 2	Level 3
Roofs	Missing/Damaged Components from Downspout/Gutter Components of the drainage system—including gutters, leaders, downspouts, splash blocks, and drain openings—are missing or damaged. [Does not include clogged drains.]	Splash blocks are missing or damaged.	Drainage system components are missing or damaged, but there is no visible damage to the roof, structure, exterior wall surface, or interior.	Drainage system components are missing or damaged, causing visible damage to the roof, structure, exterior wall surface, or interior.
	Missing/Damaged Shingles Shingles missing or damaged, including cracking, warping, cupping, and other deterioration.	Up to one square (a square is 100 square feet) of surface material or shingles missing from roof area.	One to two squares (100-200 sq. ft.) of surface material or shingles missing from roof area.	More than two squares (200+ sq ft) of shingles missing from roofing areas. [See note 5]
	Ponding (Roofs) Evidence of areas of standing water—roof depression, mold ring, or effervescence water ring. [See note 1]	No level 1 deficiency	No level 2 deficiency	Evidence of standing water on the roof, causing potential or visible damage to roof surface or underlying materials. [See note 5]
Walls	Cracks/Gaps A split, separation, or gap in the exterior walls. [If both cracks/gaps and missing pieces/holes/spalling exist, record only one of the two.]	No level 1 deficiency	A crack more than 1/8 inch wide by 1/8 inch deep by 6 inches long -OR- Pieces—many bricks, for example—that are separated from the wall.	A large crack or gap more than 3/8 inch wide or deep and 6 inches long, possibly a sign of a serious structural problem. -OR- A crack that is the full depth of the wall, providing opportunity for water penetration. -OR- Sections of the wall are broken apart. [See note 5]
	Damaged Chimneys 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.	Loose or damaged chimney cap	The surface of the chimney shows surface damage on more than one piece of wall—a few bricks or a section of siding, for example. -OR- The surface of the chimney has holes that affect an area larger than 4 inches by 4 inches.	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. [See note 4]

Building Exterior

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Exposure of reinforcing material



More than 50% exterior affected

	Deficiency	Level 1	Level 2	Level 3
Walls	Missing Pieces/Holes/Spalling 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.	No level 1 deficiency	There is a missing piece—a single brick or section of siding, for example—or a hole larger than 1/2 inch in diameter. -OR- Deterioration that affects an area up to 8 1/2 inches by 11 inches.	Deterioration that exposes any reinforcing material (rebar). -OR- More than one missing piece—a few bricks or a section of siding, for example—or holes that affect an area larger than 8 1/2 inches by 11 inches. -OR- A hole of any size that completely penetrates the exterior wall. [See note 5]
	Missing/Damaged Caulking/Mortar Caulking designed to resist weather or mortar is missing or deteriorated. (Does not include caulking for doors and windows.)	Mortar missing around a single masonry unit. -OR- Deteriorated caulk confined to less than 12 inches.	Mortar missing around more than one contiguous masonry unit. -OR- Deteriorated caulking in an area longer than 12 inches.	No level 3 deficiency
	Stained/Peeling/Needs Paint Paint is cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint. (Does not include walls that are not intended to have paint, such as most brick walls, etc.)	Less than 50% of a single building exterior wall affected.	More than 50% of a single building exterior wall affected.	No level 3 deficiency

Building Exterior

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Multiple broken glass panes



Peeling paint



Security bars prevent egress

	Deficiency	Level 1	Level 2	Level 3
Windows	Broken/Missing/Cracked Panes A glass pane is broken, missing, or cracked.	A glass pane is cracked, but no sharp edges.	No level 2 deficiency	A glass pane is missing or broken.
	Damaged/Missing Screens Screens are punctured, torn, otherwise damaged, or missing.	Three or more screens in one building are punctured, torn, otherwise damaged, or missing.	No level 2 deficiency	No level 3 deficiency
	Damaged Sills/Frames/Lintels/Trim Window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration. Damage does not include scratches and cosmetic deficiencies.	Damage to sills, frames, lintels, or trim, but nothing is missing. The inside of the surrounding wall is not exposed. No impact on either the functioning of the window or weather tightness.	Sills, frames, lintels, or trim missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness.	No level 3 deficiency
	Missing/Deteriorated Caulking/Seals/Glazing Compound Caulking or glazing compound that resists weather is missing or deteriorated. Includes Thermopane or insulated windows that have failed. [Caulk and seals are considered to be deteriorated when two or more seals for any window have lost their elasticity (crumble and flake when touched).]	Most of the window shows missing or deteriorated caulk or glazing compound, but there is no evidence of damage to the window or surrounding structure.	No level 2 deficiency	Missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure.
	Peeling/Needs Paint 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. This does not include windows that are not intended to be painted.	Peeling paint or a window needs paint.	No level 2 deficiency	No level 3 deficiency
	Security Bars Prevent Egress Exiting (egress) is severely limited or impossible, because security bars are damaged or improperly constructed or installed. This does not include windows that are not intended for exiting.	No level 1 deficiency	No level 2 deficiency	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.



Water leaking from central water supply



Misaligned chimney on hot water heater



Electrical panel is inaccessible

	Deficiency	Level 1	Level 2	Level 3
Domestic Water	Leaking Central Water Supply 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. Includes both hot and cold water systems, but not fixtures. [Some pumps and valves are designed to leak, such as fire pumps, water pressure pumps, and large circulating pumps.]	No level 1 deficiency	No level 2 deficiency	Water is leaking. [If leaking water is a health and safety concern (i.e., is leaking on or near electrical equipment), record it in "Health and Safety: Electrical Hazards."]
	Misaligned Chimney/Ventilation System Ventilation system on a gas-fired or oil-fired water heater is misaligned.	No level 1 deficiency	No level 2 deficiency	Any misalignment that may cause improper or dangerous venting of exhaust gases.
	Missing Pressure Relief Valve Pressure relief valve on the central hot water heating system is missing or does not extend to the floor.	No level 1 deficiency	No level 2 deficiency	No pressure relief valve. -OR- Pressure relief valve does not extend to the floor.
	Rust/Corrosion on Heater Chimney The water heater chimney or vent pipe shows evidence of flaking, discoloration, pitting, or crevices.	No level 1 deficiency	No level 2 deficiency	Water heater chimney shows flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney.
	Water Supply Inoperable Water is not available.	No level 1 deficiency	No level 2 deficiency	There is no running water in any area of the building.
Electrical System	Blocked Access/Improper Storage A fixed obstruction or item of sufficient size and weight to delay or prevent access to any panel board or main power switch in an emergency. [If the panel board or main power switch is locked but authorized personnel can quickly gain access, this is not a deficiency.] [Access to electrical panel: See note 6]	No level 1 deficiency	No level 2 deficiency	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency. [If the condition is a Health and Safety concern, record it as "Health and Safety: Flammable Materials."]

Building Systems

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



Burnt breakers



Evidence of leaks and corrosion



Exposed electrical connections

	Deficiency	Level 1	Level 2	Level 3
Electrical System	Burnt Breakers Breakers have carbon on the plastic body, or the plastic body is melted and scarred.	No level 1 deficiency	No level 2 deficiency	Any carbon residue, melted breakers, or arcing scars.
	Evidence of Leaks/Corrosion Liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware. Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.	No level 1 deficiency	No level 2 deficiency	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 Nicks, abrasions, or fraying of the insulation that expose current-conducting wires. Does not apply to wires that are not intended to be insulated, such as grounding wires.	No level 1 deficiency	No level 2 deficiency	Any nicks, abrasions, or fraying of the insulation that expose any conducting wire. [If the condition is a Health and Safety concern, record it as "Health and Safety: Electrical Hazards."]
	Missing Breakers/Fuses An open circuit breaker position that is not appropriately blanked off in a panel board, main panel board, or other electrical box containing circuit breakers.	No level 1 deficiency	No level 2 deficiency	An open breaker port.
	Missing Covers Cover missing from any electrical device box, panel box, switch gear box, or control panel with exposed electrical connections. [If the accompanying authority identifies abandoned wiring, capped wires do not pose a risk; therefore, do not record this as a deficiency.]	No level 1 deficiency	No level 2 deficiency	A cover is missing, which results in exposed visible electrical connections.



Doors open when car is not in proper position



Auxiliary lighting is non-functional

	Deficiency	Level 1	Level 2	Level 3
Elevators	Inoperable Elevator will not ascend or descend. -OR- Elevator door will not open or close. -OR- Elevator door opens when the cab is not there. [Some elevators are designed/programmed for special applications, such as stopping at every floor. Do not record a deficiency in these cases.]	No level 1 deficiency	No level 2 deficiency	Elevator does not function at all. -OR- Elevator doors open when the cab is not there.
Emergency Power	Auxiliary Lighting Inoperable Emergency lighting that provides illumination during power outages does not function properly.	No level 1 deficiency	No level 2 deficiency	Auxiliary lighting does not function.
	Run-Up Records/ Documentation Not Available Records are not properly maintained or available.	No level 1 deficiency	Current records—from the last 12 months—are lost, but older records are properly maintained and available.	No records are available.
Exhaust System	Roof Exhaust Fans Inoperable The ventilation system to exhaust kitchen or bathroom air does not function.	No level 1 deficiency	No level 2 deficiency	The roof exhaust fan unit does not function, is damaged to the point of being inoperable, or is missing.



Missing sprinkler head or its components



Fire extinguisher expired

	Deficiency	Level 1	Level 2	Level 3
Fire Protection	Missing Sprinkler Head A sprinkler head—or its components—connected to the central fire protection system is either missing, visibly disabled, painted over, blocked, or capped. Components include test plugs, drains, and test fittings.	No level 1 deficiency	No level 2 deficiency	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped.
	Missing/Damaged/Expired Extinguishers A portable fire extinguisher is not where it should be, is damaged, or the extinguisher certification has expired. Includes missing/damaged fire hoses where there are fire cabinets. 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. If the accompanying authority can produce proof that the fire extinguisher certification is current, do not record a deficiency for a missing tag.	For a building with only one fire control system, 5% or less of the fire extinguishers are missing, damaged, or expired. [For applicability of the definition, see note 7.]	For all buildings, 5-10% of the fire extinguishers are missing, damaged, or expired. [For applicability of the definition, see note 7.]	For all buildings, more than 10% of the fire extinguishers are missing, damaged, or expired. -OR- There is not an operable/nonexpired fire extinguisher on each floor. [For applicability of the definition, see note 7.]



Boiler pump leaking



Missing manhole cover

	Deficiency	Level 1	Level 2	Level 3
HVAC	Boiler/Pump Leaks Water or steam is escaping from unit casing or system piping. Does not apply to steam escaping from pressure relief valves. [This does not include fuel supply leaks. See below.]	Water or steam leaking in piping or pump packing.	No level 2 deficiency	Water or steam is leaking in piping or pump packing to the point that the system or pumps should be shut down. [See note 4]
	Fuel Supply Leaks Evidence that fuel is escaping from a fuel storage tank or fuel line.	No level 1 deficiency	No level 2 deficiency	Any amount of fuel is leaking from the supply tank or piping.
	Misaligned Chimney/Ventilation System The exhaust system on a gas-fired or oil-fired unit is misaligned.	No level 1 deficiency	No level 2 deficiency	A misalignment of an exhaust system on a gas-fired or oil-fired unit that causes improper or dangerous venting of gases.
	General Rust/Corrosion The equipment or associated piping and ducting shows flaking, discoloration, pitting, or crevices.	No level 1 deficiency	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice.	Equipment or piping does not function because of this condition. [See note 4]
Sanitary System	Broken/Leaking/Clogged Pipes or Drains A drain is clogged or components of the sanitary system are leaking.	No level 1 deficiency	No level 2 deficiency	Active leaks in or around the system components. -OR- Evidence of standing water, puddles, or ponding—a sign of leaks or clogged drains.
	Missing Drain/Cleanout/ Manhole Covers A protective cover is missing in the building or on the site.	No level 1 deficiency	No level 2 deficiency	A protective cover is missing for the sanitary system in the building or on the site. [See note 4]

Common Areas

Basement/Garage/Carport • Closet/Utility/Mechanical • Community Room • Day Care • FHEO – 36" Wide Interior Hallways • FHEO – Accessible Outside Common Areas • Halls/Corridors/Stairs • Kitchen • Laundry Room • Lobby • Office • Other Community Spaces • Patio/Porch/Balcony • Pools & Related Structures • Restrooms/Pool Structures • Storage • Trash Collection Areas



Call-for-aid system not functioning properly



Significant buckling of ceiling

Inspectable Items for common areas are:	Deficiencies include damaged/missing/broken:
Basement/Garage/Carport	Call-for-Aid System
Closet/Utility/Mechanical	Ceiling
Community Room	Doors
Day Care	Electrical System
Interior Hallways	FHEO-36" Wide Interior Hallways
Outside Common Areas	FHEO-Accessible Outside Common Areas
Halls/Corridors/Stairs	Floors
Kitchen	HVAC System
Laundry Room	Stairs/Handrailing/Steps
Lobby	Walls
Office	Windows
Other Community Spaces	Outlets/Switches/Cover Plates
Patio/Porch/Balcony	Smoke Detector
Pools/Related Structures	Pedestrian/Wheelchair Ramp
Restrooms/Pool Structures	Mailboxes
Storage	Graffiti
Trash Collection Areas	Countertops and Cabinets
	Range Hood/Exhaust Fans
	Dishwasher/Garbage Disposal
	GFI
	Fencing
	Pool
	Lavatory Sink
	Plumbing
	Range/Stove
	Refrigerator
	Sink
	Dryer Vent
	Baluster/Side Railings
	Restroom Cabinet
	Shower/Tub
	Ventilation/Exhaust System
	Toilet
	Garbage Chutes

	Deficiency	Level 1	Level 2	Level 3
Call-for-Aid	Inoperable System does not function properly.	No level 1 deficiency	No level 2 deficiency	System does not function properly.
Ceiling	Bulging/Buckling Ceiling is bowed, deflected, sagging, or is no longer aligned horizontally.	No level 1 deficiency	No level 2 deficiency	Bulging, buckling, sagging, or a lack of horizontal alignment. [See note 5]

Common Areas

Basement/Garage/Carport • Closet/Utility/Mechanical • Community Room • Day Care • FHEO – 36" Wide Interior Hallways • FHEO – Accessible Outside Common Areas • Halls/Corridors/Stairs • Kitchen • Laundry Room • Lobby • Office • Other Community Spaces • Patio/Porch/Balcony • Pools & Related Structures • Restrooms/Pool Structures • Storage • Trash Collection Areas



Crack greater than 1/8 inch wide and 11 inches long



More than 50% ceiling area affected by mold



Restroom door not functioning properly

	Deficiency	Level 1	Level 2	Level 3
Ceiling	Holes/Missing Tiles/Panels/Cracks Ceiling surface has punctures that may or may not penetrate completely. -OR- Panels or tiles are missing or damaged.	Small holes that are no larger than a sheet of paper—8-1/2 inches by 11 inches. -OR- No hole penetrates the area above. -OR- No more than 3 tiles or panels are missing. -OR- A crack more than 1/8 inch wide and 11 inches long.	A hole that is larger than a sheet of paper—8-1/2 inches by 11 inches—but does not penetrate the area above. (Cannot be seen through.) -OR- More than 3 tiles or panels are missing.	A hole or a crack that can be seen through penetrates the area above. [See note 4]
	Peeling/ Needs Paint Paint that is peeling, cracking, flaking, or otherwise deteriorated on ceilings in common areas.	Peeling paint on 1-4 ceilings in common areas.	More than 4 ceilings in common areas have peeling paint or need paint.	No level 3 deficiency
	Water Stains/Water Damage/Mold/Mildew Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure.	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) on one ceiling.	Evidence of a leak, mold or mildew such as a darkened area over a large area (more than 4 square feet) on one ceiling, with or without water present.	One ceiling has 50% of its surface substantially saturated or damaged by water, mold, or mildew, with cracks, moist areas, mold, or mildew. Ceiling surface may have failed. [See note 4 (air quality)]
Doors	Damaged Frames/Threshold/Lintels/Trim A frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken.	No level 1 deficiency	At least one door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.	At least one restroom door, entry door, or fire door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim. [See note 4]
	Damaged Hardware/Locks Damaged door hardware (locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, door closures). [Does not apply to doors designed without locks, or locks removed from interior doors.] [504 units: see note 8]	A closet door does not function properly 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.	A door does not function properly 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.	A restroom door, entry door, or fire door does not function properly 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.

Common Areas

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Damaged hardware on exterior door



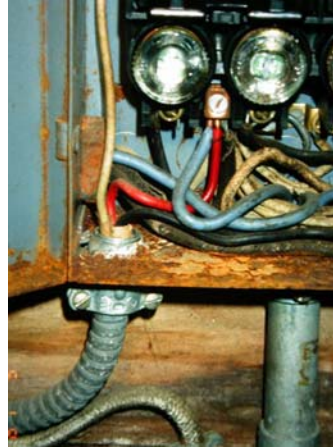
Door is missing



Burnt breakers

	Deficiency	Level 1	Level 2	Level 3
Doors	Damaged/Missing Screen/Storm/Security Door Visible damage to surfaces including screens, glass, frames, hardware, and door surface.	One or more screen/storm doors has damage or door is missing screens/glass as evidenced by empty frame.	No level 2 deficiency	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 not there.)
	Damaged Surface: Holes/Paint/Rusting/Glass Damage to the door surface that may affect either the surface protection or the strength of the door -OR- may compromise building security. [If the door is a restroom, fire door, or entry door, this is a Level 3 deficiency.]	No level 1 deficiency	One door has a hole or holes with a diameter ranging from 1/4 inch to 1 inch.	One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking or no paint, rust that affects the integrity of the door surface, or broken/missing glass. [See note 4]
	Deteriorated/Missing Door Seals (Entry Only) The seals and stripping around the entry doors to resist weather and fire are damaged or missing. [Applies only to entry doors that were designed with seals.]	No level 1 deficiency	No level 2 deficiency	The seals are missing on one entry door, or they are so damaged that they do not function as they should.
	Missing Door A door is missing.	A door is missing, but it is not a restroom door, entry door, or fire door.	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.	A restroom door, entry door, or fire door is missing. -OR- You estimate that more than 50% of the doors are missing. [See note 4]
Electrical System	Blocked Access to Electrical Panel A fixed obstruction or item of sufficient size and weight that can delay or prevent access to any panel board switch in an emergency. [An item that is easy to remove, like a picture, is not a deficiency.]	No level 1 deficiency	No level 2 deficiency	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 Breakers have carbon on the plastic body, or the plastic body is melted and scarred.	No level 1 deficiency	No level 2 deficiency	Any carbon residue, melted breakers, or arcing scars present.

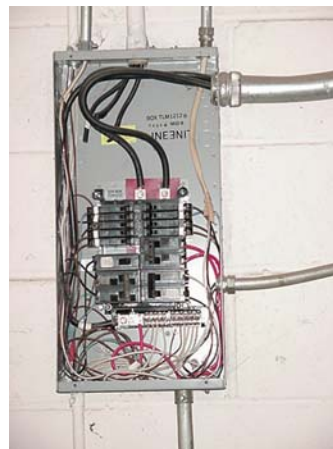
Common Areas



Evidence of Leaks



Open breaker ports



Exposed electrical connections

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	Deficiency	Level 1	Level 2	Level 3
Electrical System	Evidence of Leaks/Corrosion Liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware. Surface rust is not a deficiency if it does not affect the condition of the electrical enclosure.	No level 1 deficiency	No level 2 deficiency	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 Nicks, abrasions, or fraying of the insulation that expose current-conducting wires. This is not a deficiency for wires that are not intended to be insulated, such as grounding wires.	No level 1 deficiency	No level 2 deficiency	Any nicks, abrasions, or fraying of the insulation that expose any conducting wire. [See note 4]
	Missing Breakers An open circuit breaker position that is not appropriately blanked-off in a panel board, main panel board, or other electrical box that contains circuit breakers/fuses.	No level 1 deficiency	No level 2 deficiency	An open breaker port.
	Missing Covers The cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., with exposed electrical connections. [If an accompanying authority has identified abandoned wiring, capped wires do not pose a risk; do not record as a deficiency.]	No level 1 deficiency	No level 2 deficiency	A cover is missing, and electrical connections are exposed.
FHEO – Interior Hallways	Multi-story Building Hallways/common areas less than 36" wide.	No level 1 deficiency	No level 2 deficiency	The interior hallways are less than 36" wide.

Common Areas



Missing floor tile



Deteriorated Subfloor



Substantial water damage to floor

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	Deficiency	Level 1	Level 2	Level 3
FHEO – Outside Common Areas	Obstructed or Inaccessible Routes Routes to all outside common areas not accessible to wheelchairs (i.e.; there are no curb cuts, ramps, or sufficient (36") width).	No level 1 deficiency	No level 2 deficiency	The route is obstructed or not accessible.
	Bulging/Buckling The floor is bowed, deflected, sagging, or is no longer aligned horizontally.	No level 1 deficiency	No level 2 deficiency	Bulging, buckling, sagging, or a problem with alignment. [See note 5]
Floors	Hard Floor Covering/ Tile Damaged/Missing Flooring, for example terrazzo, hardwood, ceramic tile, vinyl sheet, vinyl tiles, or other similar flooring material is missing or damaged.	5% to 10% of any single floor surface is affected and there are no safety problems.	10% to 50% of any single floor surface is affected and there are no safety problems.	More than 50% of any single floor surface is affected or the conditions cause a safety problem. [See note 4]
	Soft Floor Covering Damaged/Missing Damage to carpet or other soft floor covering.	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 are no safety hazards.	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 are no safety hazards.	50% of any single floor covering is damaged, or damage to the soft floor covering exposes the underlying materials. [See note 4]
	Peeling/Needs Paint Paint is peeling, cracking, flaking, or otherwise deteriorated on painted floors.	The area affected is more than 1 square foot, but less than 4 square feet.	The area affected is more than 4 square feet.	No level 3 deficiency
	Rot/Deteriorated Subfloor The subfloor has decayed or is decaying.	No level 1 deficiency	From 1-4 square feet of floor shows rot.	More than 4 square feet of rot. Applying weight causes noticeable deflection. [See note 5]
	Water Stains/ Water Damage/Mold/ Mildew Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure.	No level 1 deficiency	Evidence of a water stain, mold, or mildew—such as a darkened area over a small area of floor (4 sq.in. to 1 sq.ft.), with or without the presence of visible water. Less than 10% of the floors are affected.	More than 1 square foot of one or more floors has been substantially saturated or damaged by water, mold, or mildew. Cracks, mold, and flaking are visible, and the floor surface may have failed. [See note 4 (air quality)]

Common Areas

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Cover compromised on radiant heat system



Broken motor on HVAC system – non-operational



Missing Hand-rail

	Deficiency	Level 1	Level 2	Level 3
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged A cover on the convection/radiant heat system is missing or damaged, which could cause a burn or related injury.	No level 1 deficiency	No level 2 deficiency	At least one cover is missing or substantially damaged, allowing contact with heating/surface elements or fans. [When the system is operational during an inspection, a Level 3 deficiency is a real-time hazard — record it in "Health and Safety: Hazards."]
	General Rust/Corrosion Equipment or associated piping/ducting shows flaking, oxidation, discoloration, pitting, or crevices.	Superficial surface rust.	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 Inoperable System does not function. Statement may be validated by resident survey process. [If the system has been turned off because of the season, this is not a deficiency.]	No level 1 deficiency	No level 2 deficiency	HVAC does not function properly, or does not respond when controls are engaged. [See note 4]
	Misaligned Chimney/Ventilation System The exhaust system on a gas-fired or oil-fired unit is misaligned.	No level 1 deficiency	No level 2 deficiency	Any misalignment that may cause improper or dangerous venting of gases.
	Noisy/Vibrating/Leaking HVAC Distribution components, including fans, are causing abnormal noise, unusual vibrations, or leaks.	System causes abnormal vibrations or noise, or leaks when engaged, but still heats or cools the major living areas adequately.	No level 2 deficiency	No level 3 deficiency
Stairs	Hand Railings Damaged/Broken/Missing Handrail is damaged or missing.	No level 1 deficiency	No level 2 deficiency	Handrail for four or more stairs is missing, damaged, loose, or otherwise unusable.
	Broken/Damaged/Missing Steps Horizontal tread or stair surface damaged or missing.	No level 1 deficiency	No level 2 deficiency	A step is broken or missing.

Common Areas

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Holes in wall penetrate completely



Surface substantially damaged by mold



Glass pane is broken

	Deficiency	Level 1	Level 2	Level 3
Walls	Bulging/Buckling A wall is bowed, deflected, sagging, or is no longer aligned horizontally.	No level 1 deficiency	No level 2 deficiency	Bulging, buckling, sagging, or a lack of horizontal alignment. [See note 5]
	Damaged/Deteriorated Trim Cove molding, chair rail, base molding, or other decorative trim is damaged or has decayed. [504/FH/ADA buildings/units: see note 8]	Small areas of deterioration in the trim surfaces, with about 5-10% of the wall area affected.	Large areas of deterioration in the trim surfaces, with about 10-50% of the wall area affected.	Significant areas of deterioration in the wall surfaces, with more than 50% of the wall area affected.
	Damaged Punctures in the wall surface that may or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes from hanging pictures, etc.	A hole, missing tile or panel, or other damage between 1 inch and 8 1/2 inches by 11 inches. Does not penetrate the adjoining room and cannot be seen through.	A hole, missing tile or panel, or other damage larger than a sheet of paper—8 1/2 inches wide by 11 inches long.	A hole of any size that penetrates an adjoining room and can be seen through. -OR- Two or more walls have Level 2 holes.
	Peeling/Needs Paint Paint is peeling, cracking, flaking, or otherwise deteriorated. [504/FH/ADA buildings/units: see note 8]	Affected area is 1-4 square feet on 2 or more walls.	Affected area is more than 4 square feet on any wall or walls.	No level 3 deficiency
	Water Stains/ Water Damage/ Mold/ Mildew Walls are not watertight. Evidence of water infiltration, mold, or mildew, or damage caused by saturation or surface failure.	Evidence of a leak, mold, or mildew—such as a darkened area—over a small area (more than 4 sq.in. but less than 1 sq.ft.), with or without visible water.	No level 2 deficiency	On one wall more than 1 square foot of its wall surface has been substantially saturated or damaged by water, mold, or mildew. The wall surface may have failed. [See note 4]
Windows	Cracked/Broken/ Missing Panes A glass pane is cracked, broken, or missing from the window sash.	A cracked window pane.	No level 2 deficiency	A glass pane is broken or missing from the window sash.
	Damaged Window Sill Sill is damaged. Do not include scratches as cosmetic deficiencies.	Sill is damaged, but still there. The inside of the surrounding wall is not exposed. Window still operates properly and is weather tight.	Sill is missing or damaged enough to expose the inside of the surrounding walls and compromise weather tightness.	No level 3 deficiency

Common Areas



Security bars prevent egress



Failed Thermopane



Lock not functioning,
window cannot be secured

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	Deficiency	Level 1	Level 2	Level 3
Windows	Security Bars Prevent Egress Exiting by window is severely limited or impossible because security bars are damaged or improperly constructed or installed. Child-Safety window guards should not be considered as "Blocked Egress". [Does not include windows that were not designed for exiting.]	No level 1 deficiency	No level 2 deficiency	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.
	Missing/Deteriorated Window Caulking/Seals Caulking or weather-seals missing or deteriorated. <i>Deteriorated</i> means two or more seals for any window have lost their elasticity (crumble and flake when touched) [Includes Thermopane and insulated windows that have failed.]	Most of the window shows missing or deteriorated caulk, but there is no evidence of damage to the window or surrounding structure.	No level 2 deficiency	There are missing or deteriorated caulk or seals with evidence of leaks or damage to the window or surrounding structure.
	Inoperable/Not Lockable A window cannot be opened or closed because of damage to the frame, faulty hardware, or another cause. Windows accessible from the outside must be lockable. [If a window is not designed to lock, do not record this as a deficiency.]	A window is not functioning, but can be secured. Other windows in the immediate area are functioning.	No level 2 deficiency	A window is not functioning, and cannot be secured. In the immediate area, there are no other windows that are functioning properly.
	Peeling/Needs Paint Paint covering the window assembly or trim is cracking, flaking, or otherwise failing.	Peeling paint or a window that needs paint.	No level 2 deficiency	No level 3 deficiency

Common Areas



Broken outlet coverplate



Smoke detector non-functional



Mailbox damage

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	Deficiency	Level 1	Level 2	Level 3
Lighting	Missing/Damaged/Inoperable Fixture Lighting fixture is damaged, not functional, or missing. Bulbs are not addressed here. [To conserve energy, many facilities use alternate lights triggered by either a sensor or a timer. Ask the accompanying authority to verify that these conservation systems are in place.]	No level 1 deficiency	20%-50% of the permanent lighting fixtures are missing or nonfunctional, resulting in inadequate lighting in the common areas.	More than 50% of the permanent lighting fixtures are missing or nonfunctional, resulting in inadequate lighting in the common areas.
Outlets/Switches/Cover Plates	Missing/Broken The flush plate that covers the opening around a switch or outlet is damaged or missing. -OR- A switch or outlet is missing.	An outlet or switch has a broken cover plate over a junction box, but no wiring is exposed.	No level 2 deficiency	An outlet or switch is missing. -OR- A cover plate is missing or broken, resulting in exposed wiring.
Smoke Detector	Missing/Inoperable A smoke detector will not activate. -OR- A hardwired smoke detector is missing. ("Missing" means a hardwired smoke detector has been removed.) [If 2 or more smoke detectors are on the same level in visible proximity, at least one must function properly.]	No level 1 deficiency	No level 2 deficiency	A single smoke detector is missing or does not function properly.
Pedestrian/Wheelchair Ramp	Ramp Damaged A pedestrian walkway or wheelchair ramp is damaged or does not function properly.	No level 1 deficiency	Walkway or ramp shows signs of deterioration and requires repair, but can be used by people on foot, in wheelchairs, or using walkers.	Walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers.
Mailboxes	Missing/Damaged U.S. Postal Service (USPS) resident/unit mailbox is missing or so damaged that it does not function properly. Do not inspect commercial deposit boxes-or USPS "blue boxes".	No level 1 deficiency	No level 2 deficiency	USPS resident/unit mailbox cannot be locked. -OR- USPS resident/unit mailbox missing.

Common Areas



Extensive graffiti present



Cabinet door damaged



Accumulation of dirt renders exhaust fan non-functional

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	Deficiency	Level 1	Level 2	Level 3
Graffiti	Graffiti Present Crude inscriptions or drawings scratched, painted, or sprayed on a building surface, retaining wall. (Full wall murals and other art forms are not considered graffiti.)	Graffiti in one place.	Graffiti in 2-5 places.	Graffiti in 6 or more places.
Countertops	Missing/Damaged: A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.	No level 1 deficiency	20% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate—not a sanitary surface to prepare food.	No level 3 deficiency
Cabinets	Missing/Damaged 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.	No level 1 deficiency	Between 10-50% of the cabinets, doors, or shelves are missing or the laminate is separating.	More than 50% of the cabinets, doors, or shelves are missing or the laminate is separating.
Dishwasher/ Garbage Disposal	Inoperable A dishwasher or garbage disposal does not function properly.	No level 1 deficiency	The dishwasher or garbage disposal does not function properly.	No level 3 deficiency
Range Hood/ Exhaust Fans	Excessive Grease/ Inoperable The apparatus that draws out cooking exhaust does not function properly.	An accumulation of dirt, grease, or other barrier noticeably reduces the free passage of air.	No level 2 deficiency	The exhaust fan does not function. -OR- The flue is completely blocked.
GFI	Inoperable The GFI does not function. [Press the self-test button in the GFI unit to test.]	No level 1 deficiency	No level 2 deficiency	The GFI does not function. [See note 4]
Fencing	Damaged/Not Intact Fencing around the swimming pool is damaged.	No level 1 deficiency	No level 2 deficiency	Any damage that could compromise the integrity of the fence and/or gate.

Common Areas



Large hole renders sink unusable



Two burners on stove top are non-functional



Side rail is damaged, limiting safe use

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	Deficiency	Level 1	Level 2	Level 3
Pool	Not Operational The pool was not in operation during the inspection. If the pool is open for the season, it should be operational.	No level 1 deficiency	No level 2 deficiency	The pool is not operational. -OR- There are unsafe conditions at the pool/pool area that could cause an injury.
Lavatory Sink	Damaged/Missing A sink, faucet, or accessories are missing, damaged, or not functioning. A missing stopper is not considered a deficiency.	Extensive discoloration or cracks in over 50% of the basin, but the sink can be used.	No level 2 deficiency	The sink or associated hardware have failed or are missing. The sink cannot be used.
Plumbing	Clogged Drains Water does not drain adequately from the shower, sink, tub, or basin.	Water does not drain freely, but the fixture can be used.	No level 2 deficiency	Drain is completely clogged or has suffered extensive deterioration; fixture cannot be used.
	Leaking Faucet/Pipes The sink faucet or piping is leaking.	A leak or drip that is contained by the basin and pipes, and the faucet can be used.	No level 2 deficiency	A steady leak that is adversely affecting the surrounding area. -OR- Faucet/pipe cannot be used.
Range/ Stove	Missing/Damaged/ Inoperable The range or stove is missing or damaged.	The operation of doors or drawers is impeded, but the stove functions. On gas ranges, flames are not distributed equally. The pilot light is out on one or more burners.	One burner is not functioning.	Unit is missing. -OR- 2 or more burners not functioning. -OR- Oven not functioning. [See note 4]
Refrigerator	Damaged/Inoperable The refrigerator is missing or does not cool adequately to store food safely.	The refrigerator has an excessive accumulation of ice. -OR- The seals around the doors are deteriorated.	No level 2 deficiency	The refrigerator is missing. -OR- The refrigerator does not cool adequately for the safe storage of food.
Sink	Damaged/Missing A sink, faucet, or accessories are missing, damaged, or not functioning. A missing stopper is not a deficiency.	Extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.	No level 2 deficiency	Sink or hardware is either missing or not functioning.
Dryer Vent	Missing/Damaged/ Inoperable No adequate way to vent heat and lint to the outside.	No level 1 deficiency	No level 2 deficiency	The dryer vent is missing or blocked so that dryer exhaust is not effectively vented to the outside.
Baluster/ Side Railings	Damaged/Loose/ Missing The baluster or side railing on the exterior improvement is loose, damaged, or not functioning, limiting the safe use of this area.	No level 1 deficiency	No level 2 deficiency	The baluster or side rails enclosing the area are loose, damaged, or missing, limiting the safe use of this area.

Common Areas



Missing door



Toilet has been removed from bathroom

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	Deficiency	Level 1	Level 2	Level 3
Restroom Cabinet	Damaged/Missing Damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets, or vanities.	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose.	No level 2 deficiency	No level 3 deficiency
Shower/Tub	Damaged/Missing The shower, tub, or components are damaged or missing. A missing stopper in a common area is not a deficiency.	No level 1 deficiency	The shower or tub can be used, but has cracks or extensive discoloration in more than 50% of the basin.	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 The apparatus used to exhaust air has failed. [If there was never a bathroom fan, do not record this as a deficiency.]	No level 1 deficiency	An exhaust fan is not functioning. -OR- A bathroom window cannot be opened.	No level 3 deficiency
Water Closet/Toilet	Damaged/Clogged/ Missing A water closet/toilet is damaged or missing.	No level 1 deficiency	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. -OR- There is a hazardous condition. -OR- The water closet/toilet cannot be flushed, because of obstruction or another defect.
Garbage Chutes	Damaged/Missing Components Chute is missing or damaged. This includes the chute, chute door, and other components. [Do not evaluate the door that leads to the trash room.]	No level 1 deficiency	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.	No level 3 deficiency

Unit

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



Broken faucet renders sink unusable



Extensive damage has rendered tub unusable



Exhaust system is inoperable

	Deficiency	Level 1	Level 2	Level 3
Bathroom	Cabinets Damaged/Missing Damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets, or vanities.	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose.	No level 2 deficiency	No level 3 deficiency
	Lavatory Sink - Damaged/Missing A basin (sink) is missing or shows signs of deterioration or distress.	Sink can be used, but has either cracks or extensive discoloration in more than 50% of the basin. -OR- A stopper is missing. [If the stopper is near the shower/tub area, do not record it as a deficiency.]	No level 2 deficiency	The sink cannot be used, because the sink or associated hardware is missing or has failed.
	Clogged Drains Water does not drain adequately in the shower, tub, or basin (sink).	Water does not drain freely, but the fixtures can be used.	No level 2 deficiency	Fixtures not usable because the drain is completely clogged or shows extensive deterioration.
	Leaking Faucet/Pipes A basin, shower, water closet, tub faucet, or associated pipes are leaking water.	A leak or drip that is contained by the basin, and the faucet or pipe can be used.	No level 2 deficiency	A steady leak that is adversely affecting the area around it. -OR- The faucet or pipe cannot be used.
	Shower/Tub - Damaged/Missing The shower, tub, or components are damaged or missing. Includes associated hardware—grab bars, shower doors, etc.	A stopper is missing. [If the stopper is near the shower/tub area, do not record it as a deficiency.]	Shower or tub can be used, but has cracks or extensive discoloration in more than 50% of the basin.	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 The apparatus used to exhaust air has failed. [If a resident has blocked an exhaust fan but it can function properly, do not record this as a deficiency.] [If a resident has disconnected a fan, consider it functional if it can be immediately reconnected for your inspection.]	No level 1 deficiency	An exhaust fan is not functioning. -OR- A bathroom window cannot be opened.	No level 3 deficiency

Unit

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



Toilet cannot be flushed due to missing tank



Call-for-aid system not functioning properly



Ceiling damage – Sagging

	Deficiency	Level 1	Level 2	Level 3
Bathroom	Water Closet/Toilet - Damaged/Clogged/Missing A water closet/toilet is damaged or missing.	No level 1 deficiency	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. -OR- There is a hazardous condition. -OR- The water closet/toilet cannot be flushed, because of obstruction or another defect.
	Inoperable The call-for-aid system does not function properly.	No level 1 deficiency	No level 2 deficiency	The system does not function properly.
Ceiling	Bulging/Buckling The ceiling is bowed, deflected, sagging, or is no longer aligned horizontally.	No level 1 deficiency	No level 2 deficiency	Bulging, buckling, sagging, or a problem with alignment. [See note 5]
	Holes/Missing Tiles/Panels/Cracks The ceiling surface has punctures that may or may not penetrate completely. -OR- Panels or tiles are missing or damaged.	Small holes no larger than a sheet of paper—8 1/2 inches by 11 inches. -OR- No hole penetrates the area above. -OR- No more than 3 tiles or panels are missing.	A hole larger than a sheet of paper—8 1/2 inches by 11 inches—but does not penetrate the area above. (Can't be seen through.) -OR- More than 3 tiles or panels are missing. -OR- A crack more than 1/8 inch wide and 11 inches long.	A hole that penetrates the area above; you can see through it. [See note 4]
	Peeling/Needs Paint Paint that is peeling, cracking, flaking, or otherwise deteriorated. -OR- A surface that is not painted.	Affected area larger than 1 square foot, but smaller than 4 square feet.	Affected area larger than 4 square feet.	No level 3 deficiency
	Water Stains/Water Damage/Mold/Mildew Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure.	On one ceiling, evidence of a leak, mold, or mildew such as a darkened area over a small area (more than 4 square inches but less than 1 square foot).	No level 2 deficiency	A large portion of one ceiling (more than 1 square foot) has been substantially saturated or damaged by water, mold, or mildew. The ceiling surface may have failed. [See note 4 (air quality)]

Unit

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



Hole in door larger than 1 inch in diameter



Damage to frame prevents door from functioning normally



Damaged hardware renders door unlockable

	Deficiency	Level 1	Level 2	Level 3
Doors	Damaged Surface - Holes/Paint/Rusting/Glass Damage 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.	No level 1 deficiency	One interior door—not a bathroom or entry door—has a hole or holes with a diameter ranging from 1/4 inch to 1 inch.	One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking or no paint, rust that affects the integrity of the door surface, or broken/ missing glass. -OR- A bathroom door or entry door has Level 2 damage. [See note 4]
	Damaged Frames/ Threshold/Lintels/Trim A frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken.	No level 1 deficiency	At least one door is not functioning or cannot be locked because of damage to the frame, header, threshold, lintel, or trim.	At least one bathroom door or entry door is not functioning or cannot be locked because of damage to the frame, header, threshold, lintel, or trim. [See note 4]
	Damaged Hardware/ Locks Door hardware (locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.) are damaged or missing. [If a door is designed without a lock, or if a lock has been removed from an interior door, do not record this as a deficiency.] [For public housing, if a lock on a bedroom door is missing or damaged, do not record it as a deficiency.] [504 units: see note 8]	A closet door does not function properly 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.	A door does not function properly 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.	A bathroom door or entry door does not function properly 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 Damage to surfaces, including screens, glass, frames, hardware, and door surfaces.	At least one screen door or storm door is damaged or is missing screens or glass—shown by an empty frame or frames.	No level 2 deficiency	A security door is not functioning or missing. "Missing" applies only if a security door that should be there is not there.
	Deteriorated/Missing Seals (Entry Only) The seals and stripping around the entry doors to resist weather and fire are damaged or missing. 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.]	No level 1 deficiency	No level 2 deficiency	The seals are missing on one entry door, or they are so damaged that they do not function as they should.

Unit

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Electrical panel inaccessible in emergency



Corrosion on electrical enclosure



Inoperable GFI

	Deficiency	Level 1	Level 2	Level 3
Doors	Missing Door A door is missing. [If a bedroom door has been removed to improve access for an elderly or handicapped resident, do not record this as a deficiency.]	A door is missing, but it is not a bathroom door or entry door.	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.	A bathroom door or entry door is missing. -OR- More than 50% of the unit doors—not including bathroom doors and entry doors—are missing.
	Blocked Access to Electrical Panel A fixed obstruction or item of sufficient size and weight that can delay or prevent access to any panel board switch in an emergency. Does not apply to an item that is easy to remove, like a picture.	No level 1 deficiency	No level 2 deficiency	One or more fixed items or items of sufficient size and weight that can impede access to the unit's electrical panel during an emergency.
Electrical System	Burnt Breakers Breakers have carbon on the plastic body, or the plastic body is melted and scarred.	No level 1 deficiency	No level 2 deficiency	Any carbon residue, melted breakers, or arcing scars.
	Evidence of Leaks/Corrosion Liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware. Surface rust is not a deficiency if it does not affect the condition of the electrical enclosure.	No level 1 deficiency	No level 2 deficiency	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 Nicks, abrasions, or fraying of the insulation that expose current-conducting wires. Wires that are not intended to be insulated, such as grounding wires are not a deficiency.	No level 1 deficiency	No level 2 deficiency	Any nicks, abrasions, or fraying of the insulation that expose any conducting wire. [See note 4]
	GFI - Inoperable The GFI does not function. [Press the self-test button in the GFI unit to test.]	No level 1 deficiency	No level 2 deficiency	GFI does not function. This is an automatic non-life-threatening health and safety concern, and must be recorded under "Health and Safety: Electrical Hazards."



Missing breakers not appropriately blanked-off

	Deficiency	Level 1	Level 2	Level 3
Electrical System	Missing Breakers/Fuses In a panel board, main panel board, or other electrical box that contains circuit breakers/fuses, there is an open circuit breaker position that is not appropriately blanked off.	No level 1 deficiency	No level 2 deficiency	An open breaker port.
	Missing Covers Cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., with exposed electrical connections.	No level 1 deficiency	No level 2 deficiency	A cover is missing, and electrical connections are exposed.
Floors	Bulging/Buckling A floor is bowed, deflected, sagging, or is no longer aligned horizontally.	No level 1 deficiency	No level 2 deficiency	Bulging, buckling, sagging, or a lack of horizontal alignment. [See note 5]
	Hard Floor Covering/Tile Damaged/Missing Flooring, for example terrazzo, hardwood, ceramic tile, vinyl sheet, vinyl tiles, or other similar flooring material is missing or damaged.	5% to 10% of any single floor surface is affected and there are no safety problems.	10% to 50% of any single floor surface is affected and there are no safety problems.	More than 50% of any single floor surface is affected or the conditions cause a safety problem. [See note 4]
	Soft Floor Covering Damaged/Missing Damage to carpet or other soft floor covering.	5% to 10% of any single floor covering has stains, surface burns, shallow cuts, small holes, tears, or exposed seams. The covering is fully functional and there are no safety hazards.	10% to 50% of any single floor covering has stains, surface burns, shallow cuts, small holes, tears, or exposed seams. The covering is fully functional and there are no safety hazards.	50% of any single floor covering is damaged, or damage to the soft floor covering exposes the underlying materials. [See note 4]
	Peeling/Needs Paint Paint that is peeling, cracking, flaking, or otherwise deteriorated on painted floors.	Affected area is more than 1 square foot, but less than 4 square feet.	Affected area is more than 4 square feet.	No level 3 deficiency
	Rot/Deteriorated Subfloor The subfloor has decayed or is decaying.	No level 1 deficiency	Small areas of rot or spongy flooring—more than 1 square foot, but less than 4 square feet.	Large areas of rot—more than 4 square feet—and applying weight causes noticeable deflection. [See note 5]
	Water Stains/Water Damage/Mold/Mildew Evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure.	No level 1 deficiency	Evidence of a water stain, mold, or mildew such as a darkened area over a small area of floor (1-4 square feet), with or without visible water.	More than 4 square feet of floor surface has been substantially saturated or damaged by water, mold, or mildew. There are cracks, mold, and flaking, and the floor surface may have failed. [See note 4]



Deteriorated floor surface needs paint



Large area of subfloor damage

Unit

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Misaligned chimney



Missing pressure relief valve



Significant corrosion and rust damage

	Deficiency	Level 1	Level 2	Level 3
Hot Water Heater	Misaligned Chimney/Ventilation System The exhaust system on a gas-fired or oil-fired unit is misaligned.	No level 1 deficiency	No level 2 deficiency	Any misalignment that may cause improper or dangerous venting of gases.
	Inoperable Unit/Components Hot water supply is not available, because the system or system components have malfunctioned.	No level 1 deficiency	No level 2 deficiency	After running, water from the hot water taps is not warmer than room temperature.
	Leaking Valves/Tanks/Pipes Water leaking from any hot water system component, including valve flanges, stems, bodies, domestic hot water tank, or its piping.	No level 1 deficiency	No level 2 deficiency	You see water leaking. [See note 4]
	Pressure Relief Valve Missing The pressure relief valve on the unit water heating system is missing or does not extend to the floor.	No level 1 deficiency	No level 2 deficiency	Pressure relief valve on the unit water heating system is either missing or does not extend to within 18 inches of the floor.
	Rust/Corrosion The equipment or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting, or crevices.	Superficial surface rust.	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	Convection/Radiant Heat System Covers A cover on the convection/radiant heat system is missing or damaged, which could cause a burn or related injury.	No level 1 deficiency	No level 2 deficiency	At least one cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans. [If sharp edges and/or a burn hazard are present, this must be recorded in Health and Safety: Hazards—Sharp Edges and/or Other (for the burn hazard) as applicable.]
	General Rust/Corrosion A component of the system with deterioration from oxidation or corrosion of system parts.	Deterioration from rust and corrosion on the HVAC units in the dwelling unit. The system still provides enough heating or cooling.	No level 2 deficiency	No level 3 deficiency

Unit

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HVAC system does not operate



Missing cabinet door



Unsanitary food surface

	Deficiency	Level 1	Level 2	Level 3
HVAC System	Inoperable The heating, cooling, or ventilation system does not function. [If the HVAC system does not operate because of seasonal conditions, do not record this as a deficiency.]	No level 1 deficiency	No level 2 deficiency	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. [See note 4]
	Misaligned Chimney/Ventilation System The exhaust system on a gas-fired unit is misaligned.	No level 1 deficiency	No level 2 deficiency	Any misalignment that may cause improper or dangerous venting of gases.
	Noisy/Vibrating/Leaking The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibrations, or leaks.	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.	No level 2 deficiency	No level 3 deficiency
Kitchen	Cabinets - Missing/Damaged 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.	No level 1 deficiency	From 10-50% of the cabinets, doors, or shelves are missing or the laminate is separating.	More than 50% of the cabinets, doors, or shelves are missing or the laminate is separating.
	Countertops - Missing/Damaged A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.	No level 1 deficiency	20% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate—not a sanitary surface to prepare food.	No level 3 deficiency
	Dishwasher/Garbage Disposal - Inoperable A dishwasher or garbage disposal, if provided, does not function properly.	No level 1 deficiency	The dishwasher or garbage disposal does not function properly.	No level 3 deficiency
	Clogged Drains The water does not drain adequately.	The basin does not drain freely.	No level 2 deficiency	The drain is completely clogged or has suffered extensive deterioration.
	Plumbing - Leaking Faucets/Pipes A basin faucet or drain connections leak.	A leak or drip that is contained by the basin or pipes, and the faucet is functioning properly.	No level 2 deficiency	A steady leak that is having an adverse affect on the surrounding area, and the faucet or pipe is not usable.

Unit

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Range exhaust fan is inoperable



Missing Stove



Refrigerator has an excessive accumulation of ice

	Deficiency	Level 1	Level 2	Level 3
Kitchen	Range Hood/Exhaust Fans - Excessive Grease/Inoperable The apparatus that draws out cooking exhaust does not function properly.	An accumulation of dirt threatens the free passage of air.	No level 2 deficiency	The exhaust fan does not function. -OR- The flue may be completely blocked. [A kitchen exhaust fan that has been intentionally blocked is a Level 3 deficiency unless there is an operable window in the kitchen.]
	Range/Stove - Missing/Damaged/Inoperable The unit is missing or damaged. [504 units: see note 8] [On a gas stove, if a burners is not functioning, the property personnel must be given an opportunity to check the pilot lights and re-light it if it is out. If all burners are operable after relighting the pilot, record a Level 1 deficiency. If a burners still does not function, record a Level 2 or Level 3 deficiency as applicable. If the POA does not wish to check or light the pilot, record a Level 2 or Level 3 deficiency as applicable.]	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 one or more burners.	One burner is not functioning.	The unit is missing. -OR- 2 or more burners are not functioning. -OR- The oven is not functioning. [See note 4]
	Refrigerator - Missing/Damaged/Inoperable The refrigerator is missing or does not cool adequately for the safe storage of food.	The refrigerator has an excessive accumulation of ice. -OR- The seals around the doors are deteriorated.	No level 2 deficiency	The refrigerator is missing. -OR- The refrigerator does not cool adequately for the safe storage of food.
	Sink - Missing/Damaged A sink, faucet, or accessories are missing, damaged, or not functioning. A missing stopper is not a deficiency.	Extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.	No level 2 deficiency	Sink or hardware is either missing or not functioning.
Laundry Area (Room)	Dryer Vent Missing/Damaged/Inoperable Inadequate means are available to vent accumulated heat/lint to the outside. If an interior dryer vent filter box is properly attached to an electric dryer, do not record a deficiency. These devices are not intended for use on gas dryers.]	No level 1 deficiency	No level 2 deficiency	Dryer vent is missing or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

Unit

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Outlet missing coverplate



Smoke detector is non-functional



Broken hand-rail

	Deficiency	Level 1	Level 2	Level 3
Lighting	Missing/Inoperable Fixture A lighting fixture is missing or does not function properly. The malfunction may be in the total system or components (excluding light bulbs).	In one room in a unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.	In two rooms, a permanent lighting fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.	In more than two rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.
	Missing Outlets/Switches An outlet, switch, or both are missing or damaged. Does not apply to empty junction boxes that were not intended to contain an outlet or switch.	No level 1 deficiency	No level 2 deficiency	An outlet, switch, or both are missing or damaged. [See note 4]
Outlets/Switches	Missing/Broken Cover Plates The flush plate used to cover the opening around a switch or outlet is damaged or missing.	An outlet or switch has a broken cover plate over a junction box, but no wires are exposed.	No level 2 deficiency	A cover plate is missing, which causes wires to be exposed.
	Baluster/Side Railings Damaged 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.	No level 1 deficiency	No level 2 deficiency	The baluster or side rails enclosing this area are loose, damaged, or missing, limiting the safe use of this area.
Patio/Porch/Balcony	Missing/Inoperable A smoke detector will not activate or is missing. [There must be at least one smoke detector on each level.] [If 2 or more smoke detectors are on the same level in visible proximity, at least one of them must function properly.]	No level 1 deficiency	No level 2 deficiency	A single smoke detector is missing or does not function properly.
Smoke Detector	Broken/Missing Hand Railing The hand-rail is damaged or missing.	No level 1 deficiency	No level 2 deficiency	The handrail for four or more stairs is either missing, damaged, loose, or otherwise unusable.
	Broken/Damaged/Missing Steps The horizontal tread or stair surface is damaged or missing.	No level 1 deficiency	No level 2 deficiency	A step is broken or missing.
Stairs	Bulging/Buckling A wall is bowed, deflected, sagged, or is no longer vertically aligned.	No level 1 deficiency	No level 2 deficiency	Bulging, buckling, sagging, or the wall is no longer vertically aligned. [See note 5]
Walls				

Unit

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Hole penetrates to adjoining room



Wall substantially damaged by mold



Broken window pane

	Deficiency	Level 1	Level 2	Level 3
Walls	Damaged Cracks and/or punctures in the wall surface that may or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.	In a wall, missing tile or panel, or has other damage that is between 1 inch and 8 1/2 inches by 11 inches. The hole does not penetrate the adjoining room; you cannot see through it. -OR- A crack greater than 1/8 inch wide and at least 11 inches long.	In a wall, missing tile or panel, or has other damage that is larger than a sheet of paper—8 1/2 inches by 11 inches.	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.
	Damaged/Deteriorated Trim Cove molding, chair rail, base molding, or other decorative trim is damaged or has decayed. [504 units: see note 8]	Small areas of deterioration in the trim surfaces, affecting from 5-10% of the wall area.	Large areas of deterioration in the trim surfaces, affecting from 10-50% of the wall area.	Significant areas of deterioration in the wall surfaces, affecting more than 50% of the wall area.
	Peeling/Needs Paint Paint is peeling, cracking, flaking, or otherwise deteriorated. -OR- A surface is not painted. [504 units: see note 8]	Affected area is more than 1 square foot but less than 4 square feet.	Affected area is more than 4 square feet.	No level 3 deficiency
	Water Stains/Water Damage/Mold/Mildew Walls are not watertight. Evidence of water infiltration, mold, mildew or damage caused by saturation or surface failure.	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), with or without visible water present.	Evidence of a leak, mold, or mildew, such as a darkened area over a large area (more than 4 square feet). Water is probably present.	50% or more of one or more wall surfaces has been substantially saturated or damaged by water, mold, or mildew. There are cracks, moist areas, mold, or flaking. The wall surface may have failed. -OR- In any one unit, more than 50% of the walls show Level 1 damage from stains, mold, or mildew. [See note 4]
	Cracked/Broken/Missing Panes A glass pane is cracked, broken, or missing from the window sash.	A cracked window pane.	No level 2 deficiency	A window pane is broken or missing from the window sash.
Windows	Damaged Window Sill Sill is damaged. Do not include scratches and cosmetic deficiencies.	A sill is damaged, but still there. The inside of the surrounding wall is not exposed, and the window still functions properly and is weather tight.	A sill is missing or damaged enough to expose the inside of the surrounding walls and compromise its weather tightness.	No level 3 deficiency

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Window lock is non-operational, window cannot be secured



Significant damage to seals results in window leaks



Security bars limit ability to exit through window

	Deficiency	Level 1	Level 2	Level 3
Windows	Inoperable/Not Lockable A window cannot be opened or closed because of damage to the frame, faulty hardware, or another cause. [If a window is not designed to lock, do not record this as a deficiency.] [Windows that are accessible from the outside must be lockable.]	A window is not functioning, but can be secured. Other windows in the immediate area are functioning.	No level 2 deficiency	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 The caulking or seals that resist weather are missing or deteriorated. This includes Thermopane and insulated windows that have failed. [Caulk and seals are considered to be deteriorated when two or more seals for any window have lost their elasticity (crumble and flake when touched).]	No level 1 deficiency	Most of the window shows missing or deteriorated caulk, but there is no evidence of damage to the window or surrounding structure.	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure.
	Peeling/Needs Paint Paint covering the window assembly or trim is cracking, flaking, or otherwise failing.	Peeling paint or a window that needs paint.	No level 2 deficiency	No level 3 deficiency
	Security Bars Prevent Egress Exiting by window is severely limited or impossible because security bars are damaged or improperly constructed or installed. Does not include windows that were not designed for exiting.	No level 1 deficiency	No level 2 deficiency	Security bars are not functioning as they should, limiting the ability to exit through the window and posing safety risks.

Health and Safety

Air Quality • Electrical Hazards • Elevator • Emergency/Fire Exits • Flammable Materials • Garbage and Debris • Hazards • Infestation



Mold apparent around air vent



Exposed electrical connections



Exit sign missing, cannot be illuminated

	Deficiency
Air Quality	Mold and/or Mildew Observed Evidence of mold or mildew, especially in bathrooms and air outlets.
	Propane/Natural Gas/Methane Gas Detected 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 Sewer odors that could pose a health risk if inhaled for prolonged periods.
Electrical Hazards	Exposed Wires/Open Panel Exposed bare wires or openings in electrical panels. [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 Water leaking, puddling, or ponding on or immediately near any electrical apparatus. This could pose a risk of fire, electrocution, or explosion.
Elevator	Tripping Hazard An elevator is misaligned with the floor by more than 3/4 inch. The elevator does not level properly, which causes a tripping hazard.
Emergency/ Fire Exits	Blocked/Unusable 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 Exit signs that clearly identify all emergency exits are missing. -OR- There is no illumination in the area of the sign.
Flammable Materials	Improperly Stored (Flammable Materials) Flammable materials are improperly stored, causing the potential risk of fire or explosion.
Garbage and Debris	Accumulation of garbage and debris exceeding the capacity of the storage area or not stored in an area sanctioned for such use. Indoors 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. Outdoors 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.



Tripping hazard on site grounds



Roach infestation

Deficiency	
Hazards	Other Note any general defects or hazards that pose risk of bodily injury. Includes hazards that are not specifically defined elsewhere.
	Sharp Edges Any defect that could cause cutting or breaking human skin or other bodily harm, generally in commonly used or traveled areas.
	Tripping Any defect that poses a tripping risk, generally in walkways or other traveled areas. [Record tripping hazards from elevators that do not level properly under Elevator - Tripping in Health and Safety.]
Infestations	Rat or insect Infestation Presence of rats, or severe infestation by mice or insects such as roaches or termites.
	Insects (Infestation) Evidence of infestation of insects—including roaches and ants—throughout a unit or room, especially in food preparation and storage areas. [Record infestation from rats/mice under Infestation Rats/Mice/Vermin in Health and Safety.] [Do not record baits, traps, and sticky boards that show no presence of insects as a deficiency.] Rats/Mice/Vermin (Infestation) Evidence of rats or mice—sightings, rat or mouse holes, or droppings. [Record insect infestation under Infestation - Insects in Health and Safety.] [Do not record baits, traps, and sticky boards that show no presence of insects as a deficiency.]

GUIDE NOTES:

1. 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. "Ponding" requires clear evidence of a persistent or long-standing problem.
2. When observing traffic ability, consider the capacity to support people on foot, in wheelchairs, and using walkers and the potential for problems and hazards.
3. If the condition of the surface could cause tripping or falling, record this deficiency as "Health and Safety: Tripping Hazards."
4. If the condition is a health and safety concern, record it under "Health and Safety: Hazards."
5. If you have any doubt about the severity of the problem, request an inspection by a specialist (e.g., structural engineer or roofing expert).
6. If the first exterior panel box inspected showed no internal cover in the original design, the inspector can avoid opening the remaining secured panel boxes that are of the same design. All other electrical boxes (interior or exterior) such as timers and disconnects must be inspected provided that doing so will not interrupt electrical service or require the use of tools such as keys for locks, screwdrivers, cutters, etc. Plastic ties on timer boxes and disconnect boxes are considered secured/locked. All interior panel boxes must be inspected. Locked interior panel boxes are not a deficiency, if property personnel can quickly provide access. Otherwise, these should be recorded as "Blocked."

A missing elevator motor room control panel cover must be recorded as a Missing Cover deficiency if the control panel was designed to have a cover. If a cover was not part of the design, do not record a deficiency.

7. Level 1: Applies to an individual building with only fire extinguishers and no other fire control system. Record a deficiency if 5% or less of the extinguishers are missing, damaged, or expired.

Level 2: Applies to an individual building regardless of the number of fire control systems. Record a deficiency if more than 5% but no more than 10% of the extinguishers are missing, damaged, or expired.

Level 3: Applies to an individual building regardless of the number of fire control systems. Record a deficiency if more than 10% of the extinguishers are missing, damaged, or expired.

-Or-

Level 3: Applies to an individual building regardless of the number of fire control systems where extinguishers are installed in common areas on each floor, typically low rise/garden apartments and mid/high rise apartment buildings. Record a deficiency if there is a non-operable/expired fire extinguisher on each floor. For clarification purposes, the statement applies only if there is evidence that the floor used to have one. A missing/damaged/expired fire extinguisher in a sample unit(s) should be recorded as a deficiency based on the sample unit's proportional representation of the total number of sample units inspected within an individual building. For example, in a row/townhouse building with three sample units, if two of the sample units have expired extinguishers, 66% of the extinguishers are deficient, a Level 3 deficiency.

Inspector should track the number of fire extinguishers located in each building to determine the level of deficiency. The total number of fire extinguishers for a building shall include, but is not limited to sample unit fire extinguishers and common area fire extinguishers.

When inspecting fire hoses, use the inspectable defect Missing/Damaged Expired Extinguishers to record deficiencies by substituting fire hoses for fire extinguishers within the levels of the deficiency. The UPCS software does not require fire hoses to have inspection tags. Do not record a deficiency for fire hoses with expired or missing tags.

8. Before the inspection starts, you should be given a list of 504/FH/ADA buildings/units.
 - For 504 units, do not record any superficial surface/paint damage caused by wheelchairs, walkers, or medical devices as deficiencies.
 - 504 units have had locks removed; do not record the missing locks as deficiencies.
 - For 504 units, do not record disconnected or partially disconnected ranges or stoves as deficiencies.

