

# REAC Compilation Bulletin

Revision 2.3



## TABLE OF CONTENTS

INTRODUCTION .....	ii
<b>LIST OF REVISIONS.....</b>	<b>iii</b>
PART I: BUILDINGS, UNITS & GENERAL INFORMATION.....	1
DEFINITIONS .....	1
GENERAL INFORMATION .....	2
BUILDINGS & UNITS.....	9
PART II: DEFINITION CLARIFICATIONS.....	14
DOORS .....	14
WINDOWS .....	16
ELECTRICAL.....	18
PROPERTY INSPECTABLE AREAS .....	19
SITE.....	19
BUILDING EXTERIOR.....	21
BUILDING SYSTEMS.....	23
COMMON AREAS .....	26
UNIT .....	29
HEALTH AND SAFETY (H&S) .....	33
INDEX.....	34

## LIST OF REVISIONS (MODIFIED AUGUST 22, 2012)

The revisions listed in this section provide guidance that replace or expand current clarifications in the Compilation Bulletin or UPCS protocol. Each revision must be followed starting on the listed “effective” date; prior to that effective date inspectors must continue to follow the current guidance listed in this document or posted on the REAC Physical Inspection website. These revisions supersede the clarifications in the Compilation Bulletin and all other separate guidance posted prior to the listed effective date and will be incorporated into the body of the document in the next full revision of the Compilation Bulletin. Future updates to this section will be posted at [http://www.hud.gov/offices/reac/products/pass/pass\\_bulletin.cfm](http://www.hud.gov/offices/reac/products/pass/pass_bulletin.cfm) and will be identified by a change to the Revision number (i.e., CB 2.1, CB 2.2, CB 2.3, etc.) and by a change to the “Last Modified” date in the section heading above. This will be the only text in the Compilation Bulletin that will change until the release of Revision 3; therefore inspectors can print the complete document or print off only this section and replace it in their hard copy of Revision 2.1. All other sections, including the Table of Contents, Index, and page numbers will not be affected.

**Revision 1:** *(Effective September 4, 2012)* When either one dead roach or only roach droppings is observed in a Unit or in an inspectable item location in Common Areas (e.g., halls/corridor/stairs, laundry room, lobby office etc.), the inspector is to record this observation as Health and Safety, Hazards, Other, and in the comment field write either “One dead roach” or “Roach droppings only.”

When more than one dead roach is observed in a Unit or in an inspectable item location in Common Areas (e.g., halls/corridor/stairs, laundry room, lobby office, etc.), the inspector is to record this observation as “Infestation.”

When the inspector observes one or more live roaches in a Unit or in an inspectable item location in Common Areas (e.g., halls/corridor/stairs, laundry room, lobby office, etc.), the inspector is to record this observation as “Infestation.”

*Revision #1, effective September 4, 2012, is a new provision and will be added to Part II: Definition Clarifications, Page 33, Health and Safety, as a new Item “E. Infestation.” The Index will be updated accordingly.*

**Revision 2:** *(Effective August 6, 2012)* Refrigerators, stoves, and window air conditioners owned by the resident must be inspected and deficiencies recorded, including H&S deficiencies, as if the appliances are owned by the property. POAs may continue to submit TR/DBA requests for cited deficiencies for these resident owned items.

All other resident owned property will be inspected for H&S deficiencies only. These H&S deficiencies must be recorded as Health and Safety, Hazards, Other. Examples of “resident owned property” are fire extinguishers, mirrors, picture frames, fan covers, play equipment, etc.

Resident owned property, including furniture, appliances or other devices that prohibits access to call-for-aids (pull cords) or creates a blocked egress must be cited as Call-For-Aid, Inoperable or Health and Safety, Emergency/Fire Exits, Blocked/Unusable as applicable. Refer to Part II., Units., C. Call-for-Aid, and Part II., Health and Safety, A. Emergency/Fire Exits.

Improperly stored flammable materials will be recorded as Health and Safety, Flammable Materials, Improperly Stored, regardless of ownership.

*Revision #2 replaces: Part II: Definition Clarifications, Units, Page 29, Unit General Information, 1. Refrigerators, stoves, fire extinguishers, and window air conditioners owned by the resident must be inspected and deficiencies recorded as if the appliances are owned by the property.*

**Revision 3:** (Effective August 6, 2012) All fire extinguishers observed must be inspected, whether resident owned or property owned. Fire extinguishers owned and supplied by the property that are missing, expired, discharged, or otherwise damaged will be cited as a deficiency regardless of whether or not the extinguisher is required by local code. Fire extinguishers owned and supplied by the residents will be cited only for H&S deficiencies and any such deficiencies recorded as Health and Safety, Hazards, Other. Refer to Part II, Units.

*Revision #3 replaces: Part II: Definition Clarifications, Building Systems, Page 24, F. Fire Protection, Section 2. a. All fire extinguishers observed must be inspected, whether resident owned or property owned.*

**Revision 4:** (Effective March 10, 2012) Scattered Site: Inspectors are required to visit all of the locations in the scattered site property to visually verify all building and unit counts prior to sample generating. After generating the sample and selecting the sample buildings and units, inspectors are only required to re-visit and inspect the sample buildings and units and the sites associated with the sample buildings. If a building that is selected as part of the sample is on a multiple building location, the entire site for that location must be inspected.

**Example #1: (One building per location)** An inspector visually verifies a scattered site property and finds that the profile consists of 40 buildings and 80 units scattered over 40 different locations throughout the city. The inspector updates the property profile and generates the sample. The software selects a sample of 16 buildings and 20 units. The inspector is required to re-visit and inspect the sites associated only with the 16 buildings selected as the sample, and does not have to re-visit the other 24 scattered site locations.

**Example #2: (Multiple buildings at one location)** An inspector visually verifies a scattered site property and observes that the profile consists of 20 buildings and 40 units scattered over 16 locations. Fifteen locations have a single building and one location has five buildings. The property information is updated and the sample is generated with 16 buildings and 16 units in the sample. Eleven buildings in the sample are at a location with a single building and one building is at a location that has five buildings. When the inspector arrives at each of the 11 buildings that are at a single building location the inspector must inspect the site around the building. When the inspector inspects the building at the location with five buildings, that entire site must be inspected, including the site around all of the buildings that are not in the sample. The inspector is not required to re-visit the four remaining scattered site locations.

*Revision #4 replaces: Part I: Buildings, Units & General Information, Pages 9-10, C: Scattered Sites, Section 2., a. and b. C. 2. For purposes of defining scattered sites only: a. Single Family Building; (i) For purposes of determining a single family scattered site only, a single family scattered site building is a building comprised of one to four HUD assisted or insured dwelling units. For example, a row/townhouse building, which contains one to four HUD assisted or insured units, is a single family building. Do not confuse "single family building" with the UPCS software building type definition for "Single Family." (ii) If all buildings are single family buildings (four or less units per building), the inspector is not required to visually verify the buildings prior to sample generation. b. Multifamily Building: (i) For purposes of determining a multifamily scattered site, a multifamily building is comprised of five or more HUD assisted or insured dwelling units. For example, a row/townhouse building, which contains five or more HUD assisted or insured units, is a multifamily building. Do not confuse "multifamily building" with HUD's Department of Multifamily Housing. (ii) If any one building has five or more units per building, the inspector is required to visually verify all the buildings associated with the inspection prior to sample generation (e.g., If only one of 20 buildings contains five or more units, then all 20 buildings must be visually verified prior to sample generation).*