U.S. Department of Housing and Urban Development
Office of Housing

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Housing Inspection Manual

Section 8 Existing Housing Program

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INTRODUCTION AND OVERVIEW

1. Purpose and Organization of Manual

This Manual has been written to provide Public Housing Agency (PHA) staff with additional information for implementing a Housing Quality Standards program under the Section 8 Existing Housing Program. The basic guidelines and requlations for enforcing housing quality in the Section 8 Existing Program are set forth in HUD's Public Housing Agency Administrative Practices Handbook for the Section 8 Existing Housing Program, referred to hereafter as "HUD Handbook 7420.7." This Inspection Manual should be considered as a companion document to the HUD publication. The HUD Handbook 7420.7 explains and interprets the Housing Quality Standards set forth in the Section 8 Existing Regulations (24 CFR 882.109). This Inspection Manual serves to further expand specific areas covered in the Handbook. Throughout this Manual, reference will be made to the section of the HUD Handbook that covers the issue under discussion. For the convenience of the reader a copy of Chapter 5 of the HUD Handbook, "Housing Quality Standards, Unit Inspections, and Eligible Types of Housing" and Sections 882.109, 882.210 and 882.211 of the Section 8 Existing Regulations are included in Appendix A for reference.1

This Inspection Manual is divided into three main sections as described below.

Section I: For the Inspector: This section discusses the responsibilities of those who actually will be performing housing inspections in the field.

Section III: Item-by-Item Specifications: This section explains the details of how to evaluate each item on the HUD Inspection Checklist. This should serve as a basic guideline for inspecting units as well as a detailed statement of the Housing Quality Standards set by HUD for the Section 8 Existing Housing Program--the standard that each PHA must achieve. The HUD Housing Quality Standards are grouped and explained (as on the HUD Checklist) by the area of the house where they will be found as follows:

- Living Room
- Kitchen
- Bathroom
- Other Rooms Used for Living and Halls
- All Secondary Rooms
- Building Exterior
- Heating and Plumbing
- General Health and Safety

The Appendices include a section reviewing general housing construction concepts and terms for the less experienced inspector as well as supplemental guidelines for the inspection of Independent Group Residences and Congregate Housing. The Appendices also include an optional Checklist supplement that can be used by PHAs for evaluating "amenity" items which exceed the HUD Housing Quality Standards.

2. Overview of Housing Quality Standards

Housing Quality Standards Approach

The goal of the Section 8 Existing Housing Program is to provide "decent, safe, and sanitary" housing at affordable cost to lower income families. To accomplish this, HUD regulations (Section 882.109) set forth basic Housing Quality Standards which all units must meet before rental by program participants. The primary objective of these standards is to protect the tenant receiving assistance under the program by guaranteeing what HUD considers is a basic level of acceptable housing. The regulations stipulate that each unit leased under the Section 8 Existing Program shall meet basic "Performance Requirements" (the objective of each standard) with respect to the following:

1. Sanitary facilities
2. Food preparation and storage space
3. Space and security
4. Thermal environment
5. Illumination and electricity
6. Structure and materials
7. Interior air quality
8. Water supply
9. Lead-based paint
10. Access
11. Site and neighborhood
12. Sanitary condition

Further definition of the Housing Quality Standards is contained in the Acceptability Criteria for each of the twelve Performance Requirements in the Section 882.109 regulations. The Acceptability Criteria determine the minimum acceptable conditions needed to meet each standard. The development of Housing Quality Standards for program use nationwide is difficult due to the diversity of housing stock characteristics. In an effort to provide guidance to PHAs in determining unit acceptability, the HUD Handbook 7420.7 provides further interpretation of which conditions are minimally acceptable for meeting the Housing Quality Standards taking into account, to the extent possible, regional or local variations in housing characteristics.

The regulations permit variation where justified by factors such as local climate, geographical conditions, or state, local or model codes. For example, mobile home tiedown devices may not be necessary for the occupant's health and safety in geographical areas in a low wind zone. PHAs wishing to establish any variations in the Acceptability Criteria must submit a request for approval to the HUD Field Office. The proposed variation must meet the Performance Requirements and the request must specify the variations and justify their use.

Proposed variations which are more restrictive than the Acceptability Criteria must not unduly limit the amount and types of rental housing stock available at or below the Fair Market Rent (FMR) which

would otherwise meet the Housing Quality Standards of the program (e.g., specific square footage requirements for kitchen counterspace). With Field Office approval, PHAs may substitute local housing code provisions or other variations of the Acceptability Criteria.

The intent of these requirements is not only to ensure the utilization of standard housing units but also to establish minimum criteria necessary for the health and safety of the occupants. Some criteria focus on health and safety concerns and require the PHA to determine unit acceptability regardless of the tenant's possible willingness to accept any deficient condition. The PHA must decide whether the unit meets these mandatory minimum standards, referred to as areas of "PHA determination." Other criteria relate to subjective "decency" and "suitability" concerns only and, therefore, the unit's acceptability with respect to these may be determined by the tenant (e.g., amount of kitchen counterspace, room size, amount of hot water) with guidance and education provided by the PHA. When the PHA inspection indicates problems in areas of decency and suitability, the PHA should discuss these problems with the prospective tenant. These problems should be the basis for negotiations with the owner concerning rent and repair and should be taken into consideration by the tenant in choosing among several units. If, after discussion of these problems, the tenant still wishes to lease the unit, the PHA must not deny approval of the unit for these items considered to be areas of "tenant preference".

The HUD Housing Quality Standards are a basic "floor," or minimum standard, that applies across the country to units in the Section 8 Existing Housing Program. In areas with relatively higher quality housing available, PHAs will be able to adopt a higher standard. They are encouraged to do so as long as this higher standard does not adversely affect the availability of acceptable housing to program participants. The Housing Quality Standards explained in this Manual have been set high enough to guarantee a basic level of decent, safe and sanitary housing nationwide, but not so high as to restrict the availability of passable housing in areas of the country where the supply is more limited.

The HUD Inspection Checklist

The HUD Inspection Checklist presented in this Manual was developed on the basis of the twelve HUD Housing Quality Standards for the Section 8 Existing Program. The items included in the Checklist were taken directly from the HUD Handbook 7420.7 interpretation of the Housing Quality Standards regulations and from Section 882.1 of the program regulations. Consequently the Checklist is an operational definition of the current Housing Quality Standards governing the Section 8 Existing Housing Program. The primary purpose of the Checklist included here is to clarify and enforce consistency in operational application of the HUD Housing Quality Standards not only among PHAs, but also among inspectors at each PHA.

The HUD Checklist separates the items included in the HUD Housing Quality Standards and lists them in a format that is appropriate for a thorough and consistent, room-by-room inspection. For each item listed there are instructions defining minimum acceptable conditions (e.g., working stove, refrigerator and sink in the kitchen). These are the areas of PHA determination. Beyond these minimum levels, the Checklist instructions define other considerations that are not serious enough to fail the unit, but are nonetheless present and should be noted (e.g., minor dents and scratches on a refrigerator). These are the areas of tenant preference and the tenant decides whether he or she finds these acceptable unless the PHA has set a standard higher than the HUD basic standard and does not allow these conditions; this higher standard must be approved by the HUD Field Office).

Responsibilities

The family seeking assistance, the owner of the unit, and the PHA are all involved in the process of ensuring that the dwelling unit satisfies the HUD Housing Quality Standards. A summary of the responsibilities of each party is given below:

Responsibilities of the PHA:

- Ensure that all units in the Section 8 Existing Housing Assistance Program, at a minimum, meet the Housing Quality Standards.
- Make initial inspection of units in response to Request for Lease Approval. Inform the potential tenant and owner of results, and necessary action.
- Encourage tenants and owners to maintain units up to Housing Quality Standards or higher.
- Make complaint inspections in response to tenant or owner request. Inform the tenant and owner of necessary corrections and the time period for compliance. Take action against the tenant or owner (as appropriate) if compliance is not obtained within the time period specified.
- Make annual inspection of the unit to ensure that it meets the Housing Quality Standards before any lease renewal. Inform the tenant and owner of the results, any necessary corrective actions, and time period for compliance. Take action against tenant or owner (as appropriate) if compliance is not obtained within the time period specified.

Responsibilities of the tenant:

- Comply with the terms of the lease.
- Help to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Maintain the unit and keep it at least up to the Housing Quality Standards.
- Cooperate with the tenant by responding promptly to requests for needed repairs or maintenance.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs within the prescribed time frame.

Other Considerations

A purpose of the Housing Quality Standards, beyond those of protecting the tenant and preventing spending of Federal subsidies for the rental

of substandard units, is to increase the housing consumption level of the eligible lower income population and increase the supply of standard housing in the lower income market. By making subsidies contingent on passing Housing Quality Standards, it is hoped that landlords with marginally substandard units will upgrade them to qualify for the program or that households will move to standard units to qualify for the subsidy.

As a final note to those who are familiar with other types of housing inspection, the HUD Housing Quality Standards will appear less stringent than building codes (that apply to new construction) and less stringent than many local housing codes. There is a reason for this. The HUD standards have been set at a level high enough to guarantee that housing that passes is decent, safe and sanitary. But the level is not so high as to make large numbers of habitable units unavailable to program participants. The inspector must keep this in mind in enforcing the standards and be careful to apply accurately each standard as it is described on the Checklist and in this Manual.

1. The Inspector's Responsibilities

The housing inspector is probably the single most important person in the PHA's enforcement of housing quality. The inspector's responsibilities include the following:

- inspection of units at the time of initial inspection (prior to Lease Approval), annual reinspection and complaint inspections;
- advice to owners on needed repairs and in some cases negotiation of repairs with the owners;
- interaction with tenants and owners regarding housing quality (this could include responsibility for tenant briefing sessions, tenant-owner conflict negotiations, and other informal tenant-owner contacts);
- advice about the reasonableness of rents.

These tasks require both technical skills and communication skills. The technical skills are essential to performing inspections accurately and consistently, assessing the need for repair, negotiating repairs with owners, and may include advising owners on approaches and costs of repair. Communication skills are necessary in explaining the Housing Quality Standards to participants and owners, giving details on why a particular house or apartment does not meet the Housing Quality Standards, and assisting the tenant (and owner) in deciding on the best plan of subsequent action if the unit does not meet the standards.

The inspector is required to exercise good judgment in difficult situations. Applying consistent Housing Quality Standards is a challenging responsibility. Each unit to be inspected may present a different set of unique conditions. Although the HUD Handbook 7420.7, the HUD Inspection Checklist and this Manual have been designed to minimize the amount of ambiguity in the application of the requirements, there will nevertheless be many points where judgment is necessary to discriminate between a pass or fail condition. In addition, as will be discussed in other parts of this Manual, there are many other factors present that compete with an unbiased application of the standards. For example, some participants

may be willing to live with some deficiencies that constitute a fail of the minimum requirements, rather than look for another apartment. Above all else, the decision must guarantee that the minimum requirements are enforced. While the inspector might be tempted to "overlook" this failure, it is extremely important that the same standards always are applied to all units; the inspector should explain clearly to the tenant (and owner, as appropriate) why a unit has failed.

Finally, the responsibility of the inspector should never be underestimated. An inspector's decisions have significant impact on the lives of many people--tenants and owners. A decision to pass or fail a unit always affects the quality of housing that the participant secures under the Section 8 Existing Program. It also frequently affects whether the participant has to move, how many houses he or she looks at before one is found to be acceptable, and how much rent is paid. To owners, the inspector's decision can affect vacancy rates, levels of repair and maintenance, and the content and tenor of tenant-owner interaction regarding housing conditions. This Manual has been written to help equip the inspector with the skills needed to fulfill the difficult tasks outlined above.

2. The HUD Inspection Checklist

The Hud Checklist separates the items included in the Acceptability Criteria and lists them in a format that is appropriate for thorough and consistent inspection. This is best illustrated by an example. The HUD Performance Requirement for "Food Preparation" states: "The dwelling unit shall contain suitable space and equipment to store, prepare, and serve foods . . . ." The HUD Acceptability Criteria then interpret this to mean that for the preparation of foods the "unit shall contain a cooking stove or range in proper operating condition, supplied by either the owner or the family, a sink with hot and cold water, and space for storage and preparation of food." The HUD Inspection Checklist translates this acceptability statement into the operational Checklist items given below.

2. KITCHEN — **For each item numbered, check one box only.**

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
2.1	**KITCHEN AREA PRESENT** Is there a kitchen?	☑	☐			
2.10	**STOVE OR RANGE WITH OVEN** Is there a working oven, and a stove (or range) with top burners that work?	☐	☑	☐	OVEN DOOR DETACHED, REPAIR	
2.11	**REFRIGERATOR** Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?	☑	☐	☐	DENTS & SCRATCHES, MISSING SHELF	
2.12	**SINK** Is there a kitchen sink that works with hot and cold running water?	☐	☐	☑	GAS TURNED OFF, NO HOT WATER	
2.13	**SPACE FOR STORAGE AND PREPARATION OF FOOD** Is there a space to store and prepare food?	☑	☐			

Each Checklist item is rated on the basis of Fail or Pass, and some items include Inconclusive. The headings above the boxes in the decision column give the responses possible for the different conditions that could be encountered.

On the page opposite the Checklist items, instructions are given for what conditions constitute Fail, Pass, and Inconclusive. These conditions are reviewed in detail in Section III. Further explanation of Fail, Pass, and Inconclusive are given here:

Fail

If any item fails, the unit also fails the minimum standards. It is important that the inspector explain (write in) to the right of the item in the space provided, what specific conditions caused the Fail rating. In the example given, the item fails because the oven door is detached. The inspector should review this information with the owner to explain the reason for the failure and to review what would be needed to bring it up to standard. Section III

of this Manual defines the criteria for failing an item and offers suggestions for discussing repair options with owners.

Pass

A check in the Pass box indicates:

- that the item passed with no noticeable defects or problems, or
- that the conditions that were present were not serious enough to warrant a Fail rating.

The Checklist instructions and Section III of this Manual give descriptions and examples of types of minor or moderate problems and defects that would not be serious enough to warrant a Fail rating (such as those given for item 2.11 on the Checklist in the example above). When the inspector encounters this type of condition he or she is asked to explain the condition by writing comments on the right hand part of the form, across from the item.

Any items rated Pass, with comments written in, will serve several important purposes. First, once the inspection form has been placed on file at the PHA, it will be a record of the condition of the unit before the tenant moved in. This will protect the tenant and PHA from liability for previously existing problems. Second, the comment will also indicate additional areas for negotiation with the landlord over rent, repair and maintenance. The PHA may wish to use these as a basis for recommending improvements above the minimum requirements in order to determine a rent which is reasonable in relationship to comparable units. For example, the PHA may determine the rent as reasonable only if a scuffed floor covering in the kitchen (identified in the comment section of the Checklist) is replaced with a new floor covering. (See Chapter 5.6 of HUD Handbook 7420.7.) Since the minimum acceptable standards have been met, these additional factors are considered areas of tenant preference.

The inspector should review all written comments on the Checklist with the tenant. The tenant, not the inspector, decides whether he

or she finds these "pass with comment" conditions acceptable. The options open to the tenant if he or she does not find these conditions acceptable are discussed in Sections I-7 and I-8 of this manual.

Inconclusive

In some cases the evaluation of an item will be such that a Pass/Fail decision will not be possible during the actual inspection. For the items where this is apt to occur, a response box of Inconclusive has been provided. If this box is checked, the inspector must seek additional information (from tenant, landlord, technical expert, or city records) or discuss the item with his or her supervisor. In items 2.10 (stove or range with oven) and 2.11 (refrigerator) above, two conditions might warrant a check in the Inconclusive column: (1) If the inspector knows that the tenant (not the owner) is responsible for supplying the stove or refrigerator but the tenant has not yet moved in, a check should be placed in the Inconclusive box. The inspector should then question the tenant. (2) If a stove or refrigerator is present but its working condition cannot be determined because the gas or electricity has been turned off, a check should be placed in the Inconclusive box. The inspector should then contact the owner to verify that the item is in good working condition.

All items which are originally checked as Inconclusive must receive a final rating of either Pass or Fail before considering the inspection completed and before Lease Approval can occur. Once verification has been obtained the inspector should change the rating for the item on the Checklist and record the date and the person that provided the verification in the column to the far right on the form.

A relatively small number of items on the Checklist have response boxes for marking Inconclusive to encourage the inspector to make a Pass/Fail decision whenever possible. The only items with Inconclusive boxes are those (1) where services such as gas or electricity may have been turned off; (2) where the tenant rather than the owner may provide the facility (e.g., stove or refrigerator); or (3) where

the item is of a very technical nature and outside, expert advice may be needed (e.g., heating system problems).

Under conditions (1) and (2), a reinspection of the item is not needed; verification can be obtained by questioning the tenant or owner, whichever is appropriate. Under condition (3) (the presence of an item of a technical nature that requires outside, expert advice), a reinspection will generally be required to guarantee that the questionable condition is not a hazard. For example, if an inspector encountered a suspicious electrical condition, but did not know whether it was a hazard, he or she would need to seek expert advice. The inspector would then need to reinspect the condition to make a judgment based on the advice obtained. In some cases (e.g., in very technical areas) it may be appropriate for the expert to accompany the inspector on the reinspection of the item.

3. How to Inspect a Unit Using the Checklist

The Checklist has been organized so that inspectors can proceed systematically through the unit recording results as they go. Key considerations in filling out the Checklist are given below:

- Complete the Checklist on the dwelling unit to be occupied by the tenant (or one that is currently occupied). The dwelling unit is the "group of rooms located within a dwelling forming a single habitable space with facilities used or intended to be used by a single household for living, sleeping, cooking, and eating purposes."[1] The item specifications in Section III of this Manual provide guidelines for what to inspect in areas associated with, but not in, the unit (e.g., yards, common hallways, etc.).
- In order to conduct the inspection the inspector must be able to gain access to the interior of the dwelling unit. He or she cannot do it by looking in windows or by looking at what the owner or manager claims is an identical unit. Under most circumstances, the inspector will be accompanied by the owner or manager of the unit, or by the tenant, or by both.

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[1] Basic Housing Inspection, U.S. Department of Health, Education and Welfare, 1976, p. 8.

- Fill out "Part A, General Information," on the front of the Checklist. This asks for information for identifying the unit's location, the Section 8 tenant, the owner, and their addresses and telephone numbers.
- The areas of the unit to be inspected (and associated yard and common areas) are presented below along with the corresponding section of the HUD Checklist.

Area	Checklist Category
room-by-room	1. Living Room 2. Kitchen 3. Bathroom 4. Other Rooms Used for Living and Halls
basement or utility room	5. All Secondary Rooms 6. Heating and Plumbing
outside	7. Building Exterior
overall	8. General Health and Safety

(See Appendix B for a floor diagram of a typical house and a "walk through" illustrating which parts of the Checklist apply to which areas of the house.)

- For each item numbered on the Checklist, the inspector must check one box only (e.g., check one box only for item 2.10, Oven or Stove or Range).
- If it is a complaint inspection, fill out only those Checklist items for which the complaint was lodged.
- If it is an annual inspection the inspector must record on the right of the form any repairs made since the last inspection. This information may be used by the PHA in assessing the reasonableness of owner requests for rent increases or the level of maintenance by the owner for damage claims.
- At the back of the Checklist there is an optional sheet for summarizing those items that failed or passed with comments. This will be a useful summary for communicating the inspection results to owners and tenants.
- On the front of the Checklist, fill out "Part B, Summary Decision of the Unit." This should be done at the end of the inspection. Scan down Pass, Fail, and Inconclusive columns on each page of the Checklist.

If there are any checks under the column headed Fail, the unit fails. If there are any checks under the column headed Inconclusive, obtain verification. If there are no checks under Fail and Inconclusive, the unit passes. Discuss with the tenant any items that pass with comments.

- At the end of the inspection fill out the Section 8 "Occupancy Standard" in Part B, on the front page of the Checklist. Count the number of rooms used for sleeping or potentially to be used for sleeping if the unit is vacant, and record in the space indicated. This information will later be used to determine whether the occupancy standard is met.

Guidelines for subsequent actions based on the outcome of the inspection are reviewed in Section I-8 of this Manual. This section includes making decisions on Lease Approval, making suggestions to the tenant to look for another unit, negotiating with the owner for repairs, negotiating with the owner for rent changes. The actions will vary depending on whether the inspection is an initial inspection, an annual inspection, or a complaint inspection.

Regardless of what actions are taken, the following regulation must be met. If the PHA's inspection reveals that the unit does not meet the Housing Quality Standards, the owner must repair the defective conditions before a HAP Contract can be prepared or renewed. There are NO "CONDITIONAL APPROVALS" of units that fail the Housing Quality Standards (i.e., a HAP Contract prepared on the basis of an agreement that a failed item would be repaired within a certain time period).[1]

Before the failed unit can pass, it must be reinspected to determine that the deficient conditions have been corrected. The reinspection need only focus on the items that were to be repaired or corrected. There is space on the far right of the Checklist to record the reinspection of repaired items.

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[1] A PHA may use "Conditional Approvals" on any of their own standards that are set at a level above the HUD Housing Quality Standards (e.g., requiring window screens).

Multi-Unit Structures

The first five parts of the Checklist (1. Living Room, 2. Kitchen, 3. Bathroom, 4. Other Rooms Used for Living and Halls, and 5. All Secondary Rooms Not Used for Living) relate to the interior of the unit occupied by the Section 8 tenant. Therefore, the inspection will be the same for multi-family structures and single-family structures.

With regard to heating and plumbing, however, inspection of a multi-unit structure may be less straightforward than a single-family structure. To inspect the heating and plumbing items on the Checklist the inspector will need to go to the basement or utility room where the heating system and hot water heater are located. In a multi-family structure, it may be difficult to gain access to these areas (and the heating and hot water system may also be large-scale and complex). The instructions on the Checklist and the item specification for heating systems in Section III of this Manual provide guidelines for these instances, as well as how to obtain verification from owners or managers or defer to the ratings of more qualified heating inspectors (e.g., posted certification that the system has been recently checked by a competent heating inspector).

The building exterior and most of the general health and safety items on the Checklist pertain to areas outside the unit (e.g., common public hallways and stairs in the building, and exterior porches and exterior surfaces). The intent of the Checklist is that the items to be inspected are those that regularly affect, or could affect, the tenant. Therefore, in a large multi-family structure, the inspector is asked to evaluate those common hallways and stairs that are frequently used by the tenant. Similarly in a multi-family structure the inspector is asked to rate those exterior building conditions that would directly affect the tenant's apartment. For example, the only exterior porches or railings of interest to the inspector in a multi-family unit are those contiguous to the tenant's apartment or frequently used by the tenant.

Vacant Units

Vacant units present a unique set of circumstances for the inspector. First, since there will be no tenant living in the unit, the inspector may not be able to verify the operability of systems such as the heating system. Second, there is a strong likelihood that services such as gas and electricity will have been turned off. If this is the case, the inspector will need to check items as Inconclusive at the time of the inspection and obtain further verification before Lease Approval.

Model Checklist

Appendix B presents an example of a completed Checklist with annotation, to be used as a model for beginning inspectors.

Materials and Equipment

The materials and equipment useful for completing inspections are very simple. First, the inspector should have enough Checklist supplements to inspect all rooms in the unit. One Checklist provides enough room forms to inspect the following rooms in the unit: living room, kitchen, bathroom, five "other rooms used for living," (for example, three bedrooms, a dining room and a hallway), and one form for all "secondary rooms not used for living." If the inspector expects that the unit will have a greater number of rooms than mentioned above, he or she should obtain supplements for other rooms used for living."

The inspector may want to carry the following tools: flashlight, thermometer, and circuit tester (see illustration in Section III-1.2). Although these tools are not necessary to evaluate Checklist items in most units, they may be useful. A thermometer (simple indoor-outdoor type) could be useful during a complaint inspection concerning adequacy of heat. A flashlight would be helpful in inspecting basements as well as in vacant units where the electricity is turned off. A circuit tester is a simple devide for testing electric current that can be

purchased at very little cost at a hardware store. To determine whether electric current is present in an outlet, the tester is simply plugged into the outlet. The use of a circuit tester is explained in Section III.

4. Additional Inspection Guidelines

This section will cover general inspection practices that are common to all types of inspection (initial, annual and complaint). Specific guidelines, by type of inspection, for scheduling and interacting with owners and tenants during and after the inspection, are given in Sections I-6, I-7, and I-8 of this Manual.

Principles of Good Inspection

To the general public, the inspector acts as the representative of the PHA and the Section 8 Program. In many cases the inspector will be the single most visible contact between the owner, tenant and the PHA. It is therefore essential that he or she carry out the functions with the highest levels of professionalism. The data collected during the inspection will have important bearing on leasing, rents, and repairs. The inspection must be carried out thoroughly and accurately so that it can serve as the basic record to justify the PHA's decisions and recommendations on each particular unit. The inspection guidelines reviewed below outline key principles for professional inspections:

- Consistency and Accuracy: Accuracy and consistency are essential to the inspector's and the PHA's position in defending decisions on units. If the unit fails the HUD Housing Quality Standards (or an approved variation) and an identical unit passes, the grounds for the PHA's defense of its decision is seriously eroded. Accuracy and consistency are measures of the inspector's professional competency. Be accurate in applying the standards explained in this Manual. Be consistent from one unit to the next.
- Focus: The HUD Housing Quality Standards relate to permanent aspects of the house or apartment itself and not to the furnishings owned by the tenant. The inspector's judgment on a specific housing quality

item (such as ceiling and wall condition) should not be affected by a superficial condition such as an unmade bed or laundry lying around the room.

- Objectivity: The inspector must conduct the inspection free of personal, class, ethnic, or neighborhood biases. If the inspector has a background in other types of housing inspection (e.g., code enforcement or real estate appraisal), the perspective of this previous work must not interfere with the application of the HUD requirements set out in this Manual and on the Checklist.

- Completeness: The inspector must fill out the entire Checklist so that no HUD requirements are missed in evaluating the unit.

- Legibility: The Checklist must be filled out in a legible manner so that it can later be used as a basis for assessing issues such as tenant liability for repair, the reasonableness of rent changes, and repair negotiations. The inspector will also need the completed Checklist as documentation of his or her reasons for failure of a unit and may need to defend the decision based on this documentation. Also, other individuals may need to review the Checklist at a later date and must be able to easily read and interpret the Checklist ratings. Legibility applies to the inspector's checking of boxes as well as to the writing in of comments and details in the area on the right of the form.

- Confidentiality: The inspection results can be shared only with the following parties: the PHA staff, the tenant, and the owner. They should not be shared with other individuals outside of this group (e.g., neighbors of the tenant, other Section 8 participants).

Judgment Calls and Exceptions

Although the Checklist and this Manual have been developed in an attempt to reduce the amount of discretion needed to perform the inspection, there will obviously be numerous cases when an inspector's decision will be a "judgment call." In this case it is recommended that the inspector record the reason for the decision and then review the particular decision with the inspection

supervisor at the PHA. In this manner, the inspection supervisor can lend consistency to the outcome of difficult decisions rather than having each individual inspector making these decisions independently. As a result, the PHA should be able to develop a more consistent policy on what decisions are appropriate under specific types of difficult circumstances. Also, when appropriate, outside expert advice in technical areas such as electricity and heating may convert uncertainty into a clear decision.

An inspector will encounter situations where it seems appropriate to request an exception of a specific HUD requirement under a particular circumstance. For example, proximity of a house to an unprotected railroad right-of-way may be a hazard to a family with children, but probably not to an elderly couple. As with "judgment calls," the inspector should consult the inspection supervisor at the PHA if he or she is uncertain. If the inspection supervisor feels unable to make a decision, he or she may wish to contact the HUD Field Office for advice.

Credentials

It is essential that the inspector clearly represents him or herself to the public as an inspector from the PHA and not from any other agency. Owners and managers may be initially hesitant to participate in the program if they confuse the Section 8 housing quality inspection with a city code inspection (with its associated legal complications if the unit fails). In making all initial contacts, the inspector must be especially careful to introduce him or herself as being from the PHA, Section 8 Existing Housing Program.

Record Keeping

Section II of this Manual contains suggestions for a PHA's maintenance of inspection records. The inspector's role in the PHA's system is to guarantee that completed Checklists are returned to their appropriate files as soon as possible after the inspection. At some PHAs, these

Checklists will be kept with the participant's folder. At other PHAs, the inspector will keep the Checklist (or a copy of it) in his or her own inspection file. Whatever type of record keeping system is in operation, it should allow for cross-referencing of street addresses and participant ID numbers. This is important to the inspector since he or she may deal with the same unit over and over again, through a series of different Section 8 tenants.

Training

There are several steps that the inspector can take independently to prepare for inspecting units. First, Appendix C contains a comprehensive list of publications concerning housing inspection, home repair and home maintenance. Many of these publications are currently popular and can be found in bookstores or in libraries. Second, the inspector should obtain a copy of th llowing codes to serve only as general background on housing insp ction:

- Local housing code (obtain from local Department of Public Health)
- Local building code (obtain from City Engineers office)
- Local electrical code (obtain from City Engineers office or local Board of Electricians)
- Local fire prevention codes (consult local fire department)
- Local plumbing and heating code (obtain from City Engineers office or call local plumbing/heating contractor to find out where it would be available).

In addition, state or "model" (such as APHA or BOCA)[1] codes may also be a useful source of information.

As stated earlier, in many cases, these codes will be more comprehensive and stringent than the HUD requirements since many of those listed above apply standards related to new construction rather than existing

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[1]APHA is the American Public Health Association code and BOCA is the Building Officials and Code Administrators Code.

housing. However, specific parts of all of these codes may be useful as guidelines for how to evaluate certain conditions included under the HUD requirements. For example, the local fire prevention code should be used in determining the types of fire exits which are considered adequate in a locality. However, it is important to keep in mind that the HUD Housing Quality Standards are not meant to be the same as local codes. If the inspector is consulting a local code, he or she must be careful not to apply an overly stringent requirement that may be designed primarily for new construction.

5. The Tenant Briefing Session

One of the responsibilities of the inspector may be tenant briefing sessions. Part of the tenant briefing session must be devoted to an explanation of the HUD Housing Quality Standards, and the inspector may be the individual most qualified to do this.[1] The discussion of housing quality should cover the following topics and points:

- The need and justification for HUD's Housing Quality Standards. National housing policy aims to provide decent, safe and sanitary housing for all Americans. Federal programs in support of that policy such as Section 8 must meet this objective.
- The Housing Quality Standards used by the PHA. Every unit must meet HUD's Housing Quality Standards as a minimum. The standards used by the particular PHA should be explained. The level of detail of the explanation of the standards will be a function of ongoing housing quality responsibilities that the PHA expects of tenants. At a minimum, all tenants should have a basic comprehension of the concept of Housing Quality Standards, and the various elements of the HUD minimum standards.
- The PHA's own housing quality program. The briefing should explain how that particular PHA approaches the initial, annual and complaint inspection, including procedural matters such as scheduling.

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[1] At many PHAs the program representative rather than the inspector will conduct the housing quality part of the briefing. In this case, the inspector could still assist the program representative in understanding the Housing Quality Standards and in communicating them effectively.

- The housing quality responsibilities of the tenant, owner and PHA. Housing quality responsibilities will vary among the three parties depending on the PHA, although the ultimate responsibility for providing and maintaining a housing unit that is decent, safe and sanitary rests with the owner. The tenant's responsibilities will be primarily related to housekeeping matters. It is particularly important to make clear the extent of tenant responsibility for prescreening the unit before the initial inspection. This, again, will vary by PHA depending on the PHA's position with respect to tenant's responsibility to prescreen units. Also the briefing should make clear to whom (owner, PHA) and by what procedure complaints should be made. The person(s) responsible for the PHA's housing quality program should be identified.

The ease and clarity of the housing quality issues presented during the briefing can be increased through the use of visual and printed materials, including the following:

- Materials available through the local HUD office (for example, a copy of the brochure, A Good Place to Live!).
- The photographs and illustrations in Section III of this Manual.
- Other photographs taken by the inspector at the PHA and put into a short notebook that could be used to illustrate conditions during the briefing session.

6. Scheduling

Initial Inspection: Once a Certificate Holder and prospective owner have requested Lease Approval for a specific unit, the inspector is responsible for scheduling a unit inspection on the date the owner indicates the unit will be ready for inspection or as soon as possible thereafter. (See Chapter 5.8, a(1) of HUD Handbook 7420.7.) Lengthy delays (e.g., greater than three days) should be avoided since they can cause owners and families to lose interest in participating in the program. Owners may incur an income loss if the unit is unoccupied for a long period of time and families may lose units to nonparticipating families who can move in immediately.

Annual Reinspection: The inspector must schedule the annual inspections to ensure that these are performed on a timely basis. An annual inspection should be performed no more than one year after the date of the previous inspection, which must be consistent with the anniversary date of the HAP Contract.

A reminder notice in advance of the intended time period for the annual inspection is a useful way to prompt the owner to assure that the unit is in compliance with all aspects of the Housing Quality Standards. The inspection itself should be scheduled sufficiently far in advance of the date for lease renewal to provide time for necessary repairs to be completed before the lease anniversary date.

The inspection should be scheduled so that the tenant is present, if possible, since the tenant is an important source of information on the owner's provision of maintenance, services and utilities.

Complaint Inspection: When a complaint is made by either tenant or owner as a result of the unsatisfactory condition of an item covered in the HUD Housing Quality Standards, an inspection must be made. The inspector should schedule the inspection as quickly as possible. The inspector should identify those complaints which present an immediate danger thereby requiring immediate inspection.[1] Situations that would require immediate inspection are conditions that immediately endanger the health and safety of the tenant (e.g., exhaust fumes from a heating system, no heat in winter months, no electricity, no water). Where possible the inspection should be scheduled so that both parties are present.

7. During Inspection: Tenant-Owner Issues

Initial Inspection: There are two types of initial inspection. The first, involving inspection of a unit currently occupied by the

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[1] See Chapter 5.9, a(3) of HUD Handbook 7420.7 for procedures to be followed in these situations.

Certificate Holder, is called an "in-place inspection." The second involves the inspection of a unit not presently occupied by the Certificate Holder (for example a vacant unit or a unit occupied by someone else who will be moving out).

A Certificate Holder or an owner may accompany the inspector on initial inspections. The tenant is likely to accompany the inspector on in-place inspections, while more frequently the owner will accompany the inspector for vacant units or units occupied by someone else who will be moving out. The presence of tenants or owners during an inspection has both positive and negative aspects. On the one hand, their presence provides an opportunity for the inspector to directly point out problems or deficiencies in the unit. In situations where minor repairs would be necessary in order to pass the unit (for example, burnt-out light bulbs or the absence of switch plates), the inspector may be able to encourage the repair on the spot, and therefore pass the unit. On the other hand, tenant or owner presence may create pressures on the inspector to be more lenient in evaluating the unit, particularly during in-place inspection when the tenant is strongly motivated to remain in a unit which has been and continues to be acceptable to him or her. PHAs are encouraged to develop a regular practice for dealing with such eventualities. One way to minimize the pressures is to stress during the tenant briefing that Housing Quality Standards are constant, regardless of the tenant's feelings about the unit.

Annual Inspection: In addition to determining if the unit continues to meet Housing Quality Standards and if the owner is providing the maintenance, services and utilities set forth in the lease, the annual inspection is the inspector's opportunity to document any improvements made to the unit since the last inspection.

The annual inspection has many characteristics in common with an in-place initial inspection. Both tenant and owner are familiar with the unit and its attributes, and have a relationship with each other. Thus, the previously discussed opportunities or problems associated with

tenants or owners accompanying the inspector (either singly or together) also exist at the time of the annual inspection, but are also heightened by the events of the passing year.

In situations where the tenant and owner were responsive to the PHA's efforts to convey knowledge/information regarding Housing Quality Standards at the time of the inspection, the annual inspection should be a simple, straightforward activity, and the unit will likely pass. The annual inspection then becomes an opportunity to reinforce the concept of compliance with the Housing Quality Standards and in conjunction with annual rent adjustment to encourage various upgrading activities beyond the minimum standards.

In situations where either the tenants or the owners seem uninterested in the quality of housing being rented, and the unit barely passes the minimum standards, the inspector may wish to reinforce the Section 8 requirements for decent, safe and sanitary housing by giving the tenant a copy of the brochure A Good Place to Live!

During the annual inspection, inspectors need to be especially sensitive to tenant's and owner's willingess to convey housing quality information. In most cases there will have been 9 to 12 months of interaction between the tenant and landlord, most of which the PHA inspector will not be aware of. The reinspection may be a "lightning rod," attracting the angers and frustrations of the year, many of which may not be pertinent to determining compliance with Housing Quality Standards. The tenant may be cowed by owner threats (real, implied or imagined), and therefore not convey relevant information on standards or lease agreements. The inspector must be attentive to the dynamics of particular tenant-owner interactions whether he or she conducts the inspection alone, accompanied by the tenant, the owner, or both.

Complaint Inspection: A complaint inspection occurs in a situation of some tension. It is an instance where at least one party thinks another has failed to carry out his or her responsibilities. Thus, all stages of a complaint inspection require diplomacy. Complaint

inspections in particular often mean added pressures for the inspector, especially if he or she is accompanied by a tenant or a landlord during the inspection. It is important that the inspector be able to clearly communicate in an objective manner the PHA's requirements regarding housing quality. Reference to the Inspection Checklist is a convenient way to do this.

8. After Inspection: Tenant-Owner Issues

Initial Inspection: After the inspection has been completed and the inspector has reached a decision on the unit, the next step is to notify the owner and tenant of the decision. If the result is Pass, the PHA may proceed with the other necessary determinations, such as rent reasonableness and preparation of HAP Contract and Lease. If, however, the result is Pass and there are comments written on the Checklist that identify problems or preconditions not serious enough to fail the unit but are still present, some or all of these conditions may be considered as a basis for negotiating with the owner or manager regarding repairs and rent. The inspector should meet with the owner or tenant (probably separately at first) to discuss the implication of these conditions.

In considering possible actions regarding conditions not serious enough to fail a unit, the following options are available:

- owner repair of certain conditions (with or without rent adjustment);
- tenant repair of certain conditions;
- tenant acceptance of conditions (with or without rent adjustment);
- tenant decision to look for another unit.

The inspector is encouraged to recommend that the owner make improvements in housing quality above the minimum standards. The improved unit may then qualify for a higher rent if the rent is within the Fair Market Rent and is reasonable in relationship to comparable units. (See Chapter 5.6 and all of Chapter 6 of HUD Handbook 7420.7 for

regulations on Fair Market Rents and rent reasonableness.) The results of the inspection may also be incorporated by references into the lease.

If the result is Fail, the inspector should contact the owner to explain which items fall below standard. Deficiencies can be summarized on the back page of the HUD Checklist. The inspector should ascertain if and when the owner will complete the required repairs. The PHA may wish to provide assistance to the owner in finding means of meeting standards, such as use of publicly supported programs aimed at improving the housing stock (such as 312 loans and grants and CDBG rehabilitation loans).[1] This type of support service is especially desirable in tight housing markets. If the owner is unwilling to make the repairs, the Certificate Holder must be notified, so that he or she can begin again the search for an acceptable unit. Similarly, the Certificate Holder must be notified of the nature and the amount of time needed for making repairs, as these factors may influence his or her desire to obtain or stay in the unit.

When the owner informs the PHA that all required repairs are completed, a reinspection is scheduled. This sequence continues until the unit meets the Housing Quality Standards, or the owner refuses to make the repairs, or the Certificate Holder is no longer interested in occupying the unit.

Annual Inspection: As with the initial inspection, once the inspector has made a decision on the unit the next step is to notify the owner and tenant of the inspection results. If the inspection reveals that the unit meets applicable Housing Quality Standards and is therefore categorized as Pass, the PHA may proceed with the execution of a lease renewal and, if warranted, an annual rent adjustment. Improvements over the previous year are important in determining possible rent adjustments. These improvements should be noted on the inspection form and the PHA should take them into consideration when determining any possible annual rent adjustment. Repairs to these items can be important in determining rent reasonableness and as bargaining points in negotiations of rent adjustment.

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[1] CBBG is HUD's Community Development Block Grant Program.

If the unit Fails, the failed items may be categorized under two different levels of seriousness:

- Failing conditions presenting an immediate danger to health and safety;
- Failing conditions which affect health and safety but do not represent an immediate danger to health and safety.

If one or both instances occur, the inspector must immediately notify the owner and tenant of the deficiencies in writing. The notice must describe the violations of the standard and require that the conditions be corrected within a specified time period. (See Chapter 5.9, a(3), of HUD Handbook 7420.7 for these regulations.) For both failure conditions there are time periods within which the conditions must be corrected and options for PHA action should the deficiency not be corrected. All required work to correct the deficiencies must be completed prior to execution of a lease renewal and any possible annual rent adjustment. The PHA must reinspect the unit to determine if the necessary work has been performed prior to renewing the HAP Contract.

An annual inspection might reveal that a unit is no longer in a decent, safe and sanitary condition according to the applicable Housing Quality Standards because of the tenant's lack of maintenance. Under such circumstances, the owner is still respoinsible for taking appropriate action to correct the deficiencies, including possible eviction of the family, if necessary. If the family is evicted and remains liable for unpaid rent or damages the PHA may determine that the tenant is ineligible for future assistance. In addition to notifying the owner of the deficiencies and required corrective action in writing, the inspector should also advise the family of its responsibilities with respect to any lease requirements. If the inspector determines that the unit is in violation of the Housing Quality Standards because of tenant neglect, the PHA can terminate the tenant's assistance and cancel the HAP Contract. (See HUD Handbook 7420.7, Chapter 5.10, "Abatement of Payments; Contract Termination" and Chapter 10,"Evictions and Terminations".)

Complaint Inspections: The post-inspection action options are the same for complaint inspection as those described for annual inspections above.

9. Influence of the Housing Market

The nature of the local housing market will invariably influence the inspector's work in the same way that it affects the entire local Section 8 Existing Housing Program. Housing markets are characterized on a continuum ranging from "loose" to "tight," reflecting the difficulty of obtaining adequate housing in a given price range. A loose market works to the advantage of tenants, who will have a wider range of choices at or below their price range. A tight market is less advantageous to tenants; the stronger competition for acceptable housing units usually results in higher rents.

Given the constituency of the Section 8 Existing Program (primarily the lower end of the income spectrum) a tight market creates particular difficulties in devising and implementing a housing quality program. A program that has excessively stringent housing standards (beyond the level of the HUD Housing Quality Standards) may work to eliminate large numbers of units from possible consideration, as owners will conclude they can rent for the same rates and less "hassle" to non-Section 8 tenants. Since neither the HUD Housing Quality Standards nor the realities of market competition can be ignored, PHAs and inspectors will have to be creative in developing a housing quality strategy in tight markets. Such strategies may involve a more explicit services orientation, with the PHA and inspector providing various forms of assistance to owners. For example, the inspector could become familiar with various types of loans and grants currently available from public sources (CDBG rehabilitation funds, for example).[1] At a minimum, the inspector should be familiar with the regulations and benefits of the Section 8 Substantial Rehabilitation Program and the

Moderate Rehabilitation Program in case this type of assistance is appropriate for an owner. In a tight market, PHAs and inspectors may decide to exert less pressure on owners to make repairs beyond the HUD minimum standards. In all cases, however, the HUD Housing Quality Standards must be observed.

A loose market provides PHAs and inspectors with an excellent opportunity to upgrade the housing stock both directly and indirectly. By being able to provide guaranteed rents, the PHA's Section 8 Existing Program may attract many owners. In such situations PHAs are in a position not only to require compliance with the Housing Quality Standards but also to encourage tenants to choose those units which meet housing quality levels beyond the HUD basic requirements.

SECTION III: ITEM-BY-ITEM SPECIFICATIONS

INSPECTION SPECIFICATIONS

This section reviews in detail the instructions for inspecting each item (or requirement) on the HUD Inspection Checklist. The discussion of each item includes the following:

- Purpose: a brief statement of the objective of the requirement.
- Definition and clarification: an explanation of the terms used in describing the requirement; guidelines for inspecting to ensure that it has been satisfied; examples of typical conditions that would constitute a Fail on the requirement; and in many cases, examples of typical conditions that would not be serious enough to fail the requirement but should be noted on the Checklist and brought to the attention of the tenant and owner.
- Problem solving: a brief review of various approaches possible in considering ways to remedy a failing condition. Given the wide range of possible deficiencies that might affect any given item, this discussion is meant only to serve as a start for the inspector in suggesting to the owner (and tenant) what might have to be done to correct a failing condition.

The numbered items under each section refer to the numbered items on the HUD Checklist. This section should be used in conjunction with Appendix D, which provides more general background information for less experienced inspectors in the areas of electrical systems, door locks, windows and window locks, wall and ceiling conditions, floor construction, drain pipe traps, and home heating systems.

1. Living Room

1.1 LIVING ROOM PRESENT[1]

Is there a living room?

Purpose

To verify that there is adequate living space for the tenant.

Definitions and Clarifications

To pass, the dwelling unit must have at least one habitable room[2] which is not a kitchen area or bathroom. An "efficiency apartment" (living/sleeping room with a kitchen area designed into it) is considered a living room. Check Pass.

In instances of one or more habitable rooms (other than kitchen or bathroom), one of them, regardless of current use, must be selected as a living room for Item 1.1. In most cases it is clear which room is the living room, but in some cases it may be difficult to tell; for example, all rooms in the unit may be used as bedrooms, or in a vacant unit it may be unclear which room is the living room. In each case, one of the rooms must be selected and inspected as a living room. The most suitable room probably would be the largest one and the one nearest the entrance to the unit.

If there are no habitable rooms in the unit besides the kitchen or bathroom, Item 1.1 fails. If there are any other habitable rooms besides kitchen and bathroom, the item does not fail.

Pass with comment if the only other room besides the kitchen and bathroom appears to be inadequate in size. Although you will not normally be asked to measure room dimensions, if the room size appears seriously inadequate, approximate the room's overall dimensions and note this information on the Checklist for the tenant's decision on acceptability.

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[1] The item number refers to the HUD Checklist number.

[2] Habitable room shall mean a room used or intended to be used for living, sleeping, cooking, or eating purposes, but excluding bathrooms, laundries, furnace rooms, pantries, kitchenettes, utility rooms, foyers or communicating corridors, stairways, closets, storage spaces, and workshops.

1.2 ELECTRICITY

Are there at least two working outlets or one working outlet and one working light fixture in the living room?

Purpose

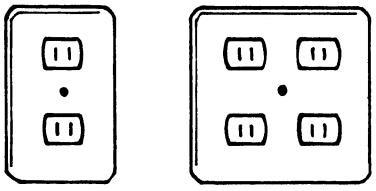
To ensure that the electrical service to the room is adequate.

Definition and Clarification

Appendix D presents a general review of the major components of an electrical system. If you are unfamiliar with the basics of electrical systems and terms such as "outlet," "face plate," and "receptical," please read that section before reading the instructions below.

In order to pass, a living room must have at least two outlets or one outlet and one permanently installed ceiling or wall light fixture.

An outlet is an electrical receptacle permanently installed in the baseboard, wall or floor of the room. A single outlet may have one or more plugs. Each of these is counted as one outlet:



A permanently installed light fixture is one that is securely fastened to a ceiling or wall and is not movable.

Do not count any of the following items or fixtures as outlets/fixtures: table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into a socket; or extension cords plugged into another plug (these are not permanently installed).

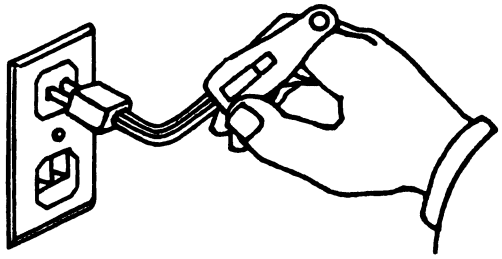
Both the outlets or the light must be working. Usually a room will have sufficient lights or electrical appliances plugged into outlets to determine workability. Be sure the light fixture does not fail just because the bulb is burned out.

If the electric service to the unit has been temporarily turned off, check Inconclusive. Contact the owner or manager after the inspection to verify that the electricity functions properly when the service is turned on. Record this information on the Checklist.

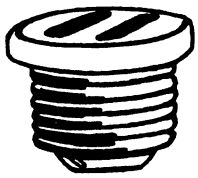
If you are inspecting a vacant unit it may be necessary to use a "circuit tester" to determine if the fixtures and sockets work. (You will obviously only use this if the electric service to the unit is turned on.) A circuit tested, as shown in Figure 1 below, is a small, inexpensive device that can be purchased at a hardware store. It can be used to test whether an outlet is working simply by plugging it into the outlet. It can also be used to test whether a light bulb socket in a light fixture is working if there is no bulb or the bulb is burned out. To do this, follow the instructions provided with the tester or proceed as follows:

1. Screw a "plug adapter" (shown below) into the socket.
2. Test the plug adapter with the circuit tester.

Figure 1



Circuit Tester



Plug Adapter

If you need to test a light socket in this manner, be very careful. In many cases you will have to stand on a chair or stool to reach a ceiling fixture. Do not take chances. If there is no steady means of supporting you to test a ceiling light fixture, check the item Inconclusive and

verify working condition later with the owner. Use caution when testing any outlet or light fixture (especially if they are cracked). To avoid shocks, do not touch (with your fingers) any metal parts that may be in contact with the electrical system.

Problem Solving

The installation of an outlet or permanent light fixture (if there are not enough present to pass Item 1.2) is not a simple task. It must be undertaken by an electrician or at least inspected and approved by an electrician or Building Inspection Department if installed by someone else. The installation of an extension cord with an outlet at the end is not permanent and does not count as an outlet for Item 1.2.

If an outlet is not working (and the electric service is on), there are a range of possible causes. In some cases the cause may be as simple as a loose connection at a terminal in the outlet or a faulty outlet (see Appendix D for a diagram of terminals in electrical system) and can be easily fixed by an electrician once the electric power has been turned off. In other cases it may be a broken wire behind the wall which is more costly to repair. Any of these repairs require an electrician or someone else who knows a substantial amount about electrical systems.

If a fixture is not working (and the electric service is on) the simplest (and least expensive) cause is that a bulb is burned out. More serious problems (with more costly repairs) for fixtures are similar to those described for outlets.

1.3 ELECTRICAL HAZARDS

Is the room free from electrical hazards?

Purpose

To assure that tenants are not exposed to any electrical hazards in the room. Fires and electrical shock result from inadequate or improperly installed electrical facilities.

Definitions and Clarifications

Review Appendix D, Electrical System, if you are unfamiliar with basic electrical elements in a home.

Examples of electrical hazards include: broken or frayed electrical wires; bare metal wires not covered by rubber or plastic insulation; loose or improper wire connections to outlets; light fixtures hanging from electric wire with no other firm support (see Figure 2); missing or cracked cover plates on switches or outlets (see Figure 3); exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant).

Also count as an electrical hazard any rubber or plastic coated electrical wiring in a room that is mounted on the surface of a wall or ceiling (not behind it) in a manner that allows it to be abused (broken, cut, or damaged in other ways). (See Figure 4.) This applies to surface mounted nonmetallic sheathed wire (for example, wire sheathed in plastic under the "Romex" label). To pass, nonmetallic sheathed wire that is surface mounted must be securely attached to the wall or ceiling and out of the way of traffic. For example, nonmetallic sheathed wire should never be located on, or near, a stair tread where repeated scuffing could damage the insulation.

Electrical wiring that is sheathed in metal (e.g., BX-metal spiral or EMT metal tube encased wire) can be mounted on the surface and will pass regardless of location. (See Appendix D for explanation of terms.)

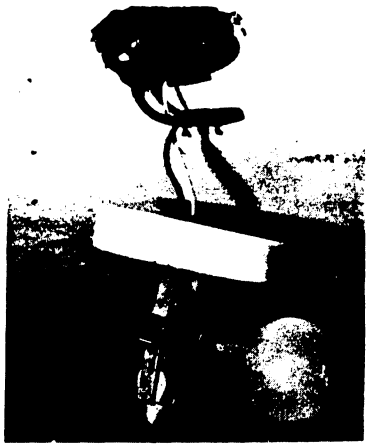


Figure 2: Light fixture hanging from electric cord with no other support requiring a Fail rating.

Figure 3: Missing "cover plate" on light switch, requiring a Fail rating.

"Lamp cord" is not considered heavy enough to be part of the permanent wiring system of the unit. If you find lamp cord used as part of the permanent wiring of the unit, this is an electrical hazard (see Figure 5).

A non-working outlet is not necessarily evidence of an electrical hazard. Fail it only if there is clear evidence of a hazard (e.g., if the electrical box or coverplate gives a shock, or if there are scorch marks

Figure 4: Plastic coated, or "Romex" wire, in a location where it could be abused, requiring a Fail rating.

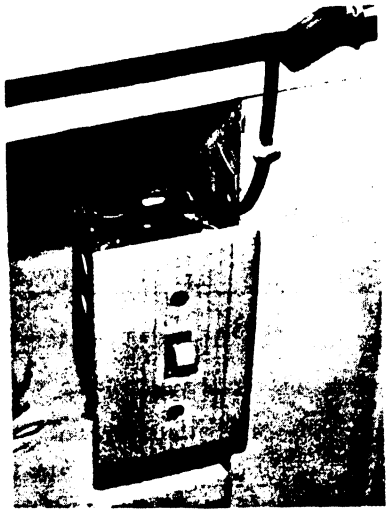


Figure 5: Surface mounted light switch connected with lamp cord requiring a Fail rating.

around the outlet). Electric cords under rugs or other floor coverings should also be considered a hazard. Extension cords under a rug or carpet represent a potential fire hazard caused by continuing contact between these heat bearing cords and the flammable floor coverings over a period of time. Direct the occupant (or owner) to shift the cords to a safe location (e.g., along the lower edge of a wall) and explain the reason for your advice.

Check Inconclusive and describe potential problems on the Checklist if you are uncertain about the severity of the problem present. Discuss the problem with your supervisor or an electrical expert to settle on a Pass/Fail resolution. This may require that you and an electrical expert return for a second site inspection of the questionable condition.

Problem Solving

Where an electrical hazard is found, describe on the Checklist the nature of the hazard(s) and indicate to tenant or landlord why the problem exists.

Minor hazards (e.g., missing or broken switch plates, outlet covers, etc.) may be repaired by the owner. Hazardous wiring will probably require the services of a competent electrician.

1.4 SECURITY

Are all windows and doors that are accessible from the outside lockable?

Purpose

To reduce the risk of burglary or other unlawful entry into dwelling.

Definitions and Clarifications

"Accessible to outside" means doors that open to the outside or to a common public hall; windows with sills less than 6 feet off the ground; windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground.

"Lockable" means a door or window that has a properly working lock, is nailed shut, or is designed not to be opened (example: picture window).

For doors, inspect to make certain that the lock is securely fastened to the door and the lock "striker plate" is working and is fastened securely to the door frame so that neither could be dislodged by a sharp blow (see Appendix D for discussion of locks). If any part of the lock is not working or is insecurely fastened to the door or door frame and could be easily jarred loose, check Fail.

A chain lock alone (see Figure 6) is not considered adequate to pass because it is not strong enough; however, a chain lock with another properly working lock would be adequate and would pass.

Also, a simple "bolt" lock (see Figure 7) would not be adequate as the only lock on the front door of the unit since it could not be locked after the door was closed from outside. A "bolt" lock would be adequate as the only lock on the back door since the occupant could first secure it and then leave by another door.

Also check the door frame itself to see if it shows signs of major weakness. If the door frame is so weak that it will not hold the door

and lock securely closed, check Fail. If the door frame shows moderate signs of disrepair and weakness, check Pass and bring the condition to the attention of the tenant and owner.

For windows, see Appendix D for a full discussion of types of windows and window locks that are acceptable. Inspect the locking mechanism on windows closely to make sure that they work. In Figure 8 the lock would not pass because half of the locking mechanism (the part that does not turn) is missing. On some windows you will find that the locking mechanism has been loosely screwed into soft wood or makeshift repairs have been attempted. A window lock that will not hold should fail.

Windows that are nailed shut (see Figure 9) are considered secure and should pass. However, the nailing shut of a window must not close the only other means of egress from the building in case of fire, and must not seriously decrease the air circulation in the unit. If the room is regularly used for sleeping, there should also be one window that is openable unless none of the windows are designed to be opened (like picture windows).

Problem Solving

Indicate on the Checklist (and to tenant or landlord) which doors or windows require locks. Windows may be nailed shut to pass as long as the additional considerations discussed above (egress and ventilation) are observed.

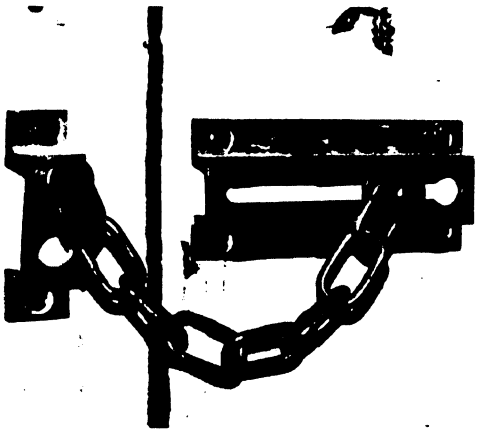


Figure 6: Chain lock.

Figure 7: Simple "bolt lock" (above door handle); below door handle is typical acceptable locking device.

For doors that require new locks, locks are available at most hardware stores at moderate cost. Window locks may also be obtained from a hardware store at minimal cost and are easily installed with a screwdriver.

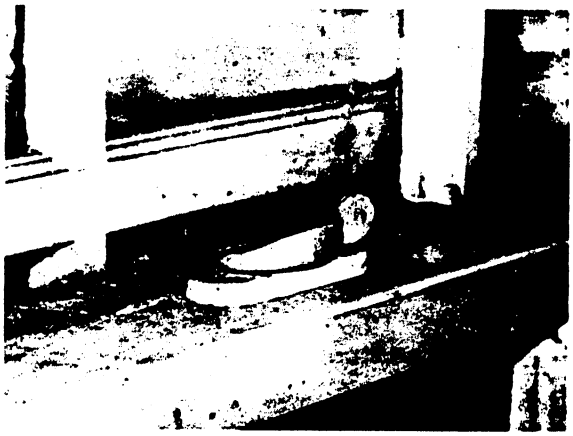


Figure 8: Inadequate window lock (half of lock is missing).

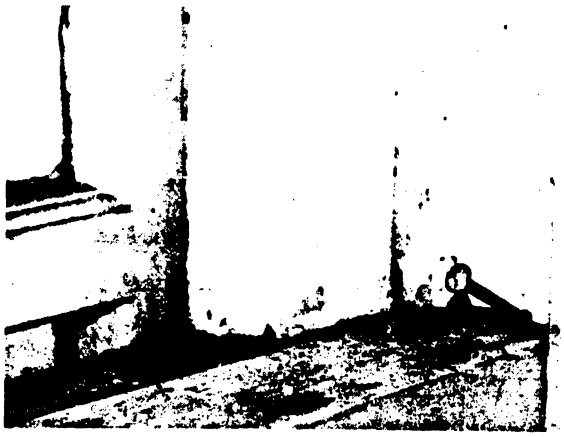


Figure 9: Window nailed shut.

1.5 WINDOW CONDITION

Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken-out panes?

Purpose

To assure that there is at least one window in the living room for natural light and to determine that all windows in the room are reasonably weathertight.

Definitions and Clarifications

If you are unfamiliar with the different types of windows and window parts (e.g., if you do not know terms such as "window sash" and "meeting rail") read the discussion of windows in Appendix D. Examine all the windows in the room (including windows in doors).

"Severe deterioration" means that the window is no longer able to keep out the wind, snow, or rain, or that broken glass presents a hazard. Examples of severe deterioration are missing or broken-out panes; dangerously loose, cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal and allow serious drafts to enter (see Figures 10 and 11). If more than one window in the room is in this condition, give details in the space provided on the right of the Checklist.

If there is only moderate deterioration of the windows the item should pass. "Moderate deterioration" means that the windows are reasonably weathertight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration include minor cracks in the window pane, splintered sills, signs of some minor rotting in the window frame or the window itself, and loose window panes because of missing window putty. The critical point between Pass and Fail is whether the window forms a reasonably tight seal against the weather and whether, if cracked, someone could cut themselves.

For purposes of this inspection, a skylight is to be considered a window and rated like other windows.

In some cases, a window that is severely deteriorated can be made weathertight through the use of weatherstripping. If this has been done and the window is now weathertight, check Pass.

Screens are not required as part of this nationwide, minimum standard. However, an individual PHA is free to adopt a higher standard that does require screens with HUD Field Office approval, provided that this does not unduly restrict the availability of otherwise acceptable housing.

Problem Solving

If the item fails because there is no window in the room, the installations of a window is a fairly expensive repair that many owners will not be willing to undertake.

If the item fails because one or more windows are severely deteriorated, indicate on the Checklist which windows are affected. The extent of repair will range from the simple, relatively inexpensive replacement of a pane of glass (most hardware stores can do this if the window can be removed and taken in), to much more expensive replacement of window sashes and window frames. In some cases a window can be made weathertight by installing inexpensive weatherstripping between the window sash and the window frame.

If windows show only moderate deterioration or cracked glass, indicate what repairs are needed on the Checklist and show the defects to the tenant and landlord. Simple repairs include replacing missing window putty, replacing sash cords, and installing new weatherstripping.

Figure 10: Example of severe window deterioration requiring Fail rating.

Figure 11: Example of severe window deterioration requiring Fail rating.

1.6 CEILING CONDITION

Is the ceiling sound and free from hazardous defects?

Purpose

To assure that the tenant is not exposed to any structural hazards (e.g., ceiling about ready to collapse), or to any danger of a large amount of falling plaster or other heavy surface materials, and to assure that room is reasonably weathertight.

Definitions and Clarifications

If you are unfamiliar with the basic structure of a ceiling or wall and are unfamiliar with terms like "lath," "unkeyed plaster," and "sheet-rock," review the discussion of ceiling and wall construction in Appendix D.

"Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. This condition includes severe bulging or buckling; large holes; falling surface materials (other than paper or paint); loose sections of plaster in danger of falling; many missing parts such as ceiling tile.

Figure 12 shows an example of a hazardous condition. The ceiling plaster has been heavily damaged by a water leak and has likely become "unkeyed" or separated from the lath above it. It may be ready to fall; rate it Fail. Plaster that has become "unkeyed" will severely bulge away from the lath. One good way to test whether the plaster has become unkeyed is to tap it lightly with a broom handle to see if it sounds hollow or "gives" slightly under pressure. When doing this, however, be very careful not to tap so hard that the plaster comes down.

Figure 13 gives an example of a large hole in the ceiling that could allow significant drafts to enter the unit.

If the ceiling is basically sound with some nonhazardous defects, check Pass and record the defects on the Checklist. Conditions that would fit this description include small holes or cracks, minor crumbling of plaster, some missing or broken ceiling tiles, water stains where there is no evidence to indicate that the plaster has become unkeyed, dirty surfaces, peeling paint, and unpainted surfaces. If paint is peeling, see Item 1.9, Lead Based Paint.

Problem Solving

If an unsound or hazardous ceiling appears to involve a main structural defect (e.g., a severely bowed ceiling rafter), describe the condition on the Checklist and suggest that the landlord contact a competent contractor or carpenter to obtain an estimate of necessary repairs.

If an unsound or hazardous condition or nonhazardous defect appears to involve only the surface materials, indicate on the Checklist how the condition may be remedied.

The extent of repair needed will vary with the size of surface area affected. For example, if a relatively small area of plaster (2' X 2') is bulging, it may be possible to secure the loose area to the lath with nails or plaster buttons (nails with large heads that can be purchased at a hardware store). In some cases it may be necessary to remove the affected area and replaster. As long as the area is small, the job should be relatively inexpensive. If the affected area is large (6' x 6') it will be necessary to get an estimate from a contractor or plasterer to

determine the extent and cost of repair. In many cases when large areas of a ceiling are unkeyed, the entire ceiling may have to be replastered or recovered with sheetrock.

Figure 12: Example of ceiling heavily damaged by water. Ceiling is bulging and has become unkeyed, requiring Fail rating.

Figure 13: Example of a large hole in a ceiling, requiring a Fail rating.

1.7 WALL CONDITION

Are the walls sound and free from hazardous defects?

Purpose

To assure that the tenant is not exposed to any structural hazards (e.g., weak, buckling or leaning walls) and to assure that room is reasonably weathertight.

Definition and Clarification

If you are unfamiliar with the basic construction of walls and ceilings and do not recognize terms such as "stud," "lath," and "sheetrock" review Appendix D, Wall Construction.

This item should be rated Fail if there are unsound or hazardous conditions including severe buckling, bulging or leaning; damaged or loose structural members; large holes or any holes, regardless of size, that allow significant drafts. Figure 14 shows a hole in a wall that would be rated Fail. A good "rule of thumb" is that if the hole is so large that the Inspection

Checklist (i.e., 8" X 11") will not completely cover it, the item should be rated Fail. Also, if the hole is in an exterior wall of the unit, and its location causes serious drafts, the item should be rated Fail.

Pass walls that are basically sound but have some nonhazardous defects, including small or shallow holes, loose or missing parts, unpainted surfaces. Figure 15 illustrates an example of a condition that would fall into this category. Record this condition on the Checklist and bring it to the attention of the tenant and owner. If paint is peeling, see Item 1.9, Lead Paint.

When evaluating the condition of the walls, make sure to examine all the walls. Make sure to include in your ratings the worst condition observed. That is, if three of four walls are sound but the fourth has a large, jagged hole that lets outside air in, rate the wall condition Fail.

Problem Solving

Where an "unsound or hazardous" wall condition appears to involve a major structural defect (e.g., a loose post or one or more damaged studs), describe the condition on the form and suggest that the landlord contact a competent contractor or carpenter to obtain an estimate of necessary repairs.

Where an unsound or hazardous condition (e.g., a large hole that allows weather to come in) or a nonhazardous defect (e.g., cracked plaster, broken paneling) involves only the surface materials, indicate on the form and to the tenant or landlord how the condition may be corrected. Broken or cracked plaster may be repaired with patching plaster; loose plaster can be secured with nails or plaster buttons; damaged sheet rock can be repaired, renailed, or replaced in sections; loose or broken paneling can be glued or renailed to the wall; peeling paint can be stripped off and the section repainted.

Figure 14: Large hole in wall (approximately 1' X 1.5') that would fail.

Figure 15: Wall condition that would pass but should be recorded on the Checklist.

1.8 FLOOR CONDITION

Is the floor sound and free from hazardous defects?

Purpose

To assure that the tenant is not exposed to any threat of structural collapse or tripping and to assure that the room is reasonably weathertight.

Definitions and Clarifications

If you are unfamiliar with basic floor construction and do not know terms such as "joist," "subfloor," and "sill" review Appendix D, Floor Construction.

"Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety (e.g., tripping) or that large cracks or holes allow substantial drafts or vermin to enter from below the floor. The condition includes severe buckling or major movement under walking stress, large sections of damaged or missing parts (e.g., missing floor boards).

In rating whether a potential exists for structural collapse, inspect the floors for noticeable sagging or "giving" when weight is put on the floor. An unlevel floor that is firm should not fail; fail floors only if they are unsteady or weak.

In rating holes in floors, look for holes which penetrate both the finish floor and the subflooring. This type of hole would allow weather or vermin to enter the unit. A hole in the finish floor alone (that does not go through the subfloor) should not fail unless it represents a serious tripping hazard. Do not fail the item if the hole is a small knot hole in a floor board. To fail, the hole must be significant in size, approximately 4 inches in diameter or larger (see Figure 16). In some cases, a hole may be present in the floor because a part of the heating system is missing; for example, a missing cover on a hot air register is a hazard and should fail (see Figure 17). Also fail the item if the permanent floor covering (e.g., linoleum, wall-to-wall carpet) or floor boards present serious tripping hazards. Do not fail the item if the tripping hazard is not part of the permanent floor covering (e.g., rug supplied by tenant), but bring this to the tenant's attention.

Conditions for which you would not fail the item, but about which you should comment on the Checklist include significant scuffing, marring or scratches in the floor finish or other floor covering; minor damage to a linoleum or parquet floor; damage to floor coverings which if allowed to continue might become a tripping hazard to the occupant (but is not now a tripping hazard), and soiled floor coverings.

Problem Solving

If the floor is unsteady and weak it will probably be necessary to enlist the service of a contractor or carpenter to estimate the extent of repair. If the floor fails because of a hole in the surface and sub-flooring, in many cases the repair can be undertaken at relatively minimal cost (e.g., a replacement piece of floor board can be secured to cover the hole). If the reason for failure is that the floor surface material represents a tripping hazard, estimate the repair cost on the basis of the area of floor surface material that would have to be replaced. Possible remedies to nonhazardous surface defects include replacing missing pieces of parquet, sanding and refinishing scuffed and worn surfaces, installing new linoleum, installing new carpet.

Figure 16: Example of hole in floor that would fail.

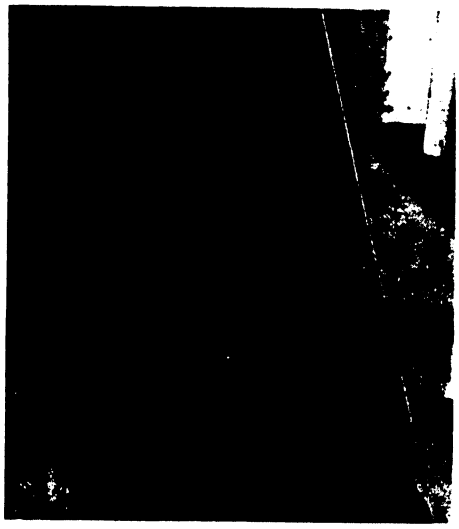


Figure 17: Missing cover on hot air register requiring a Fail rating.

1.9 LEAD PAINT

Are all interior surfaces either free of cracking, scaling, peeling, chipping and loose paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards?

Purpose

To prevent occupants of the dwelling unit from exposure to lead-based paint and the risks of lead paint poisoning.

Definitions and Clarification

Many older buildings may still have interior surfaces which have been painted with lead-based paint. Chips of paint containing lead can be picked up and eaten by small children. Over time, ingestion of lead-based paint by children can build up amounts of lead in their bodies that can cause severe health problems, including brain damage or, in the worst cases, death.

The lead paint requirement stated under the Checklist item above applies to all painted interior surfaces within the unit (including ceilings) that are chipping, peeling, cracking. It does not apply to furniture.

If any surface in the room has chipping, peeling or cracking paint, it fails, regardless of whether the paint has been tested for lead content. In order to fail, the paint must be noticeably loose and separating from the surface material. Do not fail painted surfaces that are basically intact. Also, see item 8.11 of the Checklist for requirements for owner certification that treatment work has been completed prior to signing or renewal of HAP Contract.

Problem Solving

The specific surfaces that fail (i.e., have loose, peeling, or cracking paint) must be treated in the following manner: they must be thoroughly washed, sanded, scraped, or wire brushed to remove all loose paint before repainting with at least two coats of a nonleaded paint or they must be covered with a suitable material such as sheet rock, wallboard, wallpaper or other wall covering, plywood, plaster, or other paneling material. The extent of the repair will vary with the size of the affected surface area. The removal and repainting of a relatively small area represents fairly modest repair cost.

2. Kitchen

2.1 KITCHEN AREA PRESENT

Is there a kitchen?

Purpose

To verify that the dwelling unit contains a kitchen or kitchen area for the preparation and storage of food.[1]

Definitions and Clarifications

A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment).

Kitchens are defined in two ways. First, they are defined by function. A separate kitchen or kitchen area must be used primarily for the preparation and storage of food, Thus, a bedroom with a refrigerator is not a kitchen. Second, they are defined by the facilities they contain. A kitchen or kitchen area must have all of the following items:

- a separate kitchen sink with piped hot and cold water for preparing food and washing dishes;
- a stove for cooking food;
- a refrigerator to store perishable food.

Note that the refrigerator may be found in the back hall or in the "pantry."

Problem Solving

Describe the kitchen area deficiencies on the Checklist in enough detail to be able to explain to the tenant and landlord exactly why the item fails. Be sure you can explain what would be required to satisfy the requirements of the item.

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[1] The kitchen requirements for Congregate Housing and Independent Group Residences are somewhat different from those stated below. See Appendix F.

2.2 - 2.9 ELECTRICITY
ELECTRICAL HAZARDS
SECURITY
WINDOW CONDITION
CEILING CONDITION
WALL CONDITION
FLOOR CONDITION
LEAD PAINT

Definitions and Clarifications

The instructions for the items above are the same as those given for living room with the following exceptions:

2.2 ELECTRICITY

Is there at least one working electric outlet and one working, premanently installed light fixture?

Note that for the kitchen this electricity requirement is slightly different from that for the living room. In the kitchen a permanently installed light fixture is required. Two outlets without a permanent fixture is not acceptable.

2.5 WINDOW CONDITION

Are all windows free of signs of deterioration or missing or broken-out panes?

Note that the absence of a window in the kitchen does not fail this item, as it did in the living room. If there are no windows, check Pass.

2.10 OVEN AND STOVE OR RANGE

Is there a working oven, and a stove (or range) with top burners that work?

Purpose

To assure that a stove or range and an oven are present and in working order for use by the occupant.

Definitions and Clarifications

Both an oven and a stove (or range) with top burners must be present and working (regardless of whether the tenant or the owner is responsible for the appliance). If either is missing and you know that the landlord is responsible for supplying these appliances, check Fail. Put a check in the Inconclusive column if the tenant is responsible for supplying the applicance and he or she has not yet moved in. Contact tenant or prospective tenant to verify that the facility will be supplied and is in working condition. Hot plates are not acceptable substitutes for an oven, stove, or range.

An oven is not working if it will not heat up (see Figure 18). To be working tove or range must have all burners working and all operating knobs present (see Figure 19). Also, look for hazardous gas hook-ups evidenced by strong gas smells; these fail. Be sure that this condition is not confused with an unlit pilot light, a condition that should be recorded on the Checklist but does not fail.

If both the oven and a stove or range are present, but the gas or electricity is turned off, check Inconclusive. Contact the owner or manager to get verific ion that the facility works when gas or electricity is turned on.

If both an oven and a stove or range are present and working but defects exist, check Pass and note the defects on the Checklist. Possible defects include broken or missing minor applicance parts; marked, dented, or scratched surfaces; limited size relative to family needs; and cracked burner rings.

In order to determine working condition, turn the stove on to see if it works. Then turn it off immediately. Be careful with gas ovens; some may need a match to ignite them. Make sure you have turned all switches off before leaving.

Problem Solving

If a rating is Fail or Inconclusive, give enough details on the Check-list for the tenant or the landlord to make a decision about the repair or possible replacement of the defective appliance.

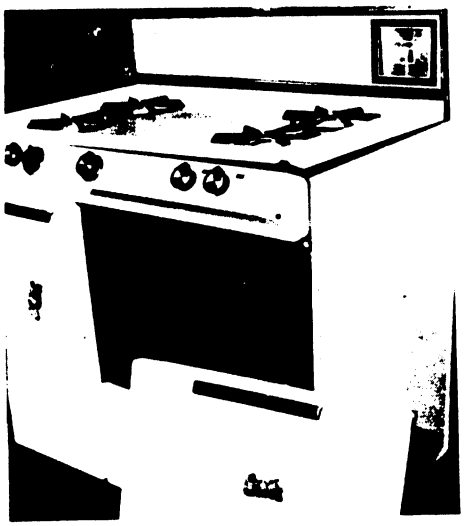

Figure 18: A detached oven door must be rated Fail.

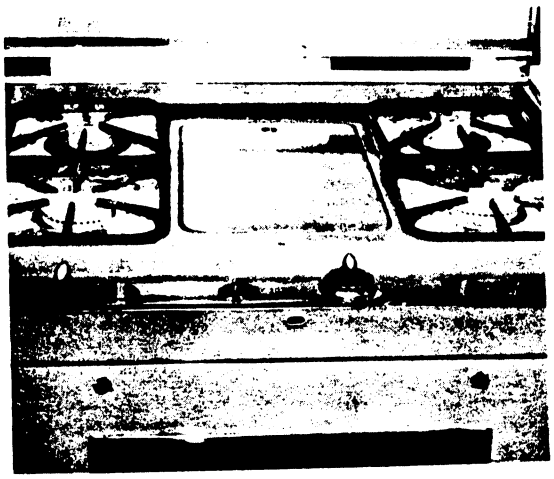

Figure 19: Some missing knobs on a stove would fail since the burners are not operable.

2.11 REFRIGERATOR

Is there a refrigerator that works that can maintain a temperature low enough so that food does not spoil over a reasonable period of time?

Purpose

To assure that a properly working refrigerator is or will be available for the use of the occupant.

Definitions and Clarification

If no refrigerator is present, use the same criteria for marking either Fail or Inconclusive as were used for the oven and stove or range.

A refrigerator is not working if it will not maintain a temperature low enough to keep food from spoiling over a reasonable period of time. To be "working," the refrigerator also must have at least some capability for storing frozen goods. If the electricity is turned off mark Inconclusive. Contact the owner (or tenant if the unit is occupied) to obtain verification of working condition.

If the refrigerator is obviously inadequate in size relative to the needs of the family, this warrants a Fail rating. For example, a small "counter top" style refrigerator would obviously not be adequate for a large family.

If the refrigerator is present and working but minor defects exist, check Pass and note these on the form. Possible defects include broken or missing interior shelving, badly dented or scratched interior or exterior surfaces, minor deterioration of door seal (see Figure 20) or a loose door handle.

Problem Solving

If refrigerator is defective, and you have rated it Fail or Inconclusive, be sure to give all details that caused it to fail. This might make the difference in deciding between repairs or replacement.

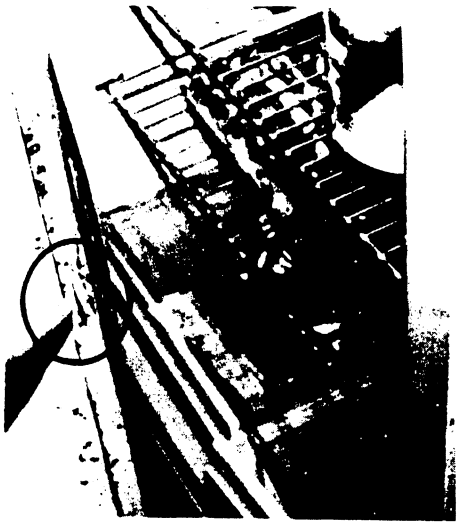

Figure 20: A minor deteriorated gasket should be passed with comments noted.

2.12 SINK

Is there a working kitchen sink with hot and cold running water?

Purpose

To assure that a properly connected sink is present in the unit.

Definitions and Clarifications

If a permanently attached kitchen sink is not present in the kitchen or kitchen area, mark Fail. A sink in a bathroom will not satisfy this requirement. A sink is not working unless it has running hot and cold water from the faucets and a properly connected drain with gas trap (see Appendix D for an illustration and explanation of gas trap). In a vacant apartment, the hot water may have been turned off and there will be no hot water. Mark this Inconclusive. Check with owner or manager to verify that hot water is available when service is turned on. If a working sink has defects, note this on the right of the form. Possible minor defects include dripping faucet; marked, dented, or scratched surface; slow drain; missing or broken drain stopper.

Always turn on both the hot and cold water and inspect the plumbing under the sink for leaks while the water is turned on.

Problem Solving

Where you encounter minor leaks or slow drains, these generally can be remedied at minor or moderate cost. Always be sure to detail all defects so they may all be remedied at once if a plumber is called in.

2.13 SPACE FOR STORAGE AND PREPARATION OF FOOD

Is there a space to store and prepare food?

Purpose

To determine if there is some space for storage and preparation of food in the kitchen or kitchen area.

Definitions and Clarifications

Some space must be available for storage and preparation of food. Storage space includes pantries and closets containing shelves. If there is no built-in space for food storage and preparation, a table used for food preparation and a portable storage cabinet will satisfy the requirement. If there is no built-in space and no room for a table and storage cabinet, check Fail. If there are some defects, check Pass and make notes on the right of the Checklist. Possible defects include marked, dented or scratched surfaces; broken shelving or cabinet doors; broken drawers or cabinet hardware; limited size relative to family needs. The tenant decides on the adequacy of space and the PHA determines whether some space exists.

Problem Solving

Where there is little or no space for storage and preparation of food (e.g., a small efficiency apartment), would a rearrangement of the furniture and the installation of an inexpensive kitchen "starter unit" (usually an inexpensive 5-foot or 6-foot set of base and wall cabinets) solve the problem?

3. Bathroom

3.1 BATHROOM PRESENT

Is there a bathroom?

Purpose

To assure that there is at least one bathroom present in the dwelling unit for the exclusive use of the occupant and there is a working toilet, washbasin, and tub or shower.

Definitions and Clarifications

Most units have easily identifiable bathrooms (i.e., a separate room with toilet, washbasin, and tub or shower). In some cases, however, you will encounter units with scattered bathroom facilities, for example, a toilet, washbasin, and tub or shower located in separate parts of the unit. At a minimum there must be an enclosure around the toilet (see Figure 21). In this case, count the enclosure around the toilet as the bathroom and proceed with 3.2 through 3.9, with respect to this enclosure. Additional note: if there is a second bathroom that is normally used, rate this in Part 4: Other Rooms Used for Living (see Section III-4 of this Manual for a discussion of how to rate "other rooms"). Additional bathroom facilities (i.e., a second toilet, washbasin, tub or shower) do not require a rating since only one set of working bathroom facilities is required. However, Part 4, Other Rooms Used for Living, must be completed to indicate the condition of this room and to check basic health and sanitary concerns.

If the three specified fixtures are not readily observable, ask the tenant or landlord where they are located. In some parts of the country old houses have had the bathroom added on to the unit in unconventional ways, or it may be located in the cellar.

Problem Solving

New bathrooms are expensive. There is probably no low cost or easy remedy to the absence of a bathroom. If only a tub/shower or lavatory is missing, the landlord may be willing to provide one. Determine if there appears to be available space for the easy addition of a missing fixture.

Figure 21: Toilet in enclosure separate from tub and sink.

3.2-3.9 ELECTRICITY
ELECTRICAL HAZARDS
SECURITY
WINDOW CONDITION
CEILING CONDITION
WALL CONDITION
FLOOR CONDITION
LEAD PAINT

Definitions and Clarifications

Explanations for these items are the same as those provided for living room with the following modifications:

3.2 ELECTRICITY

Note: The requirement is that at least one permanent light fixture be present and working. No outlet is required. Also, an outlet cannot be substituted for an overhead light.

3.3 ELECTRICAL HAZARDS

Note: In addition to the previously mentioned hazards, outlets or electrical appliances (e.g., electric heater) that are too near where water might splash are considered an electrical hazard.

For example, an outlet or electric heating appliance very close to the bathtub could represent a hazard (see Figure 22). An outlet on or near a medicine cabinet would not represent a hazard.

3.5 WINDOW CONDITION

Note: The absence of a window in the bathroom does not fail this item (see Item 3.13, Ventilation, for relevance of window to ventilation). If there is no window, check Pass for item 3.5.

3.7 WALL CONDITION

3.8 FLOOR CONDITION

Note: Check for severe wall and floor condition problems (requiring a Fail rating) caused by water damage around the tub or shower (see Figure 23). Also look for nonhazardous defects that would pass but would merit comment on the form, such as broken or loose tile; deteriorated grouting at tub/wall and tub/floor or tiled surfaces; water stains (see Figure 23).

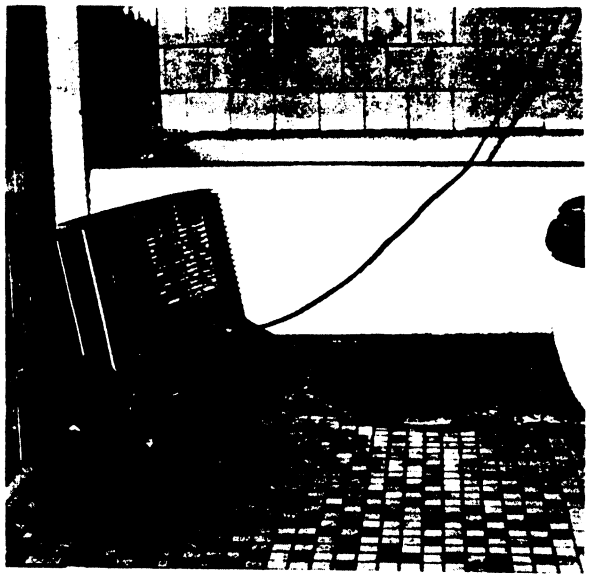

Figure 22: This portable electric heater is being used in a hazardous manner and should be failed. The heater cord has been stretched to reach an outlet on a medicine cabinet and the heater itself is located too near the tub.

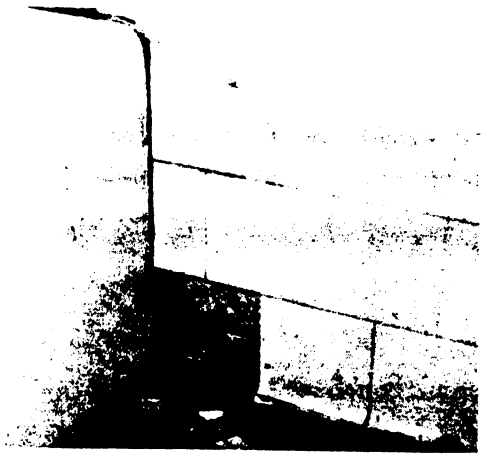

Figure 23: Severe wall and floor deterioration around the tub requiring a Fail rating.

Figure 24: Less serious wall deterioration around tub requiring a Pass rating with comments written on.

3.1 FLUSH TOILET IN ENCLOSED ROOM IN UNIT

Is there a working toilet in the unit for exclusive private use of the tenant?

Purpose

To provide basic sanitary facilities for the exclusive use of the tenant.

Definitions and Clarifications

The toilet must be contained within the dwelling unit and be available for the exclusive use of the occupants of the unit (i.e., outhouses or facilities shared by occupants of other dwelling units are not acceptable). It must allow for privacy (i.e., generally closed off by a door).

Not working means one or more of the following: the toilet is not connected to a water supply or is not connected to a sewer drain; the connections (or vents or traps) are faulty to the extent that severe leakage of water or escape of gasses occurs (evidenced by strong sewer smells or a large amount of water leaking on the floor); the toilet will not flush either because it is clogged or because the mechanism within the tank at the back of the toilet does not work.

If the water to the unit has been turned off, check Inconclusive. Obtain verification from owner or manager that the facility works properly when water is turned on.

Pass, but comment on the Checklist if the toilet is "present, exclusive and working" but has the following types of defects: constant running of water; chipped or broken porcelain (see Figure 25); a cracked toilet seat; a slowly draining toilet (this is acceptable as long as the toilet still flushes). In most cases a slow draining toilet represents a maintenance problem that can be remedied relatively easily with a "plumber's helper." If, however, the blockage is more serious or occurs further along in the sewer line, causing backup, refer to Item 7.7 under the Heating and Plumbing part of the Checklist. A sign of serious sewer blockage is the presence of numerous backed up drains.

Always try to test the toilet for working condition by flushing it except when it appears to be clogged; trying to flush a clogged toilet may cause it to overflow.

Problem Solving

Some minor problems can be fixed by replacing inexpensive parts. Other toilet problems require the attention of a plumber. Be sure that you list the existing problems in enough detail so that the tenant or landlord can make an easy appraisal of the extent of the problem.

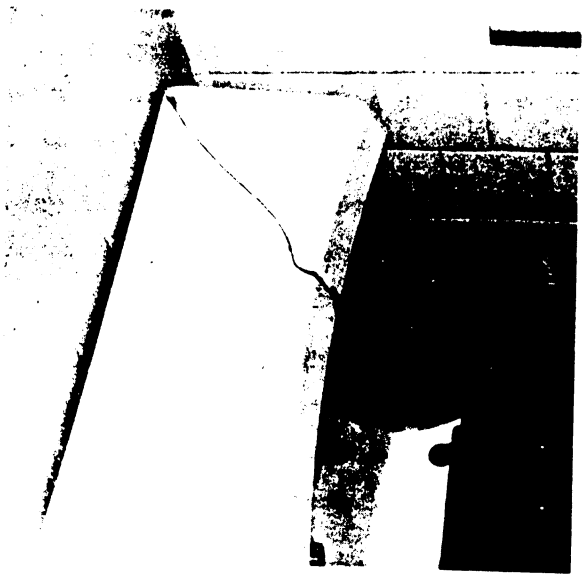

Figure 25: Cracked porcelain condition that would pass with comment.

3.11 FIXED WASHBASIN OR LAVATORY IN UNIT

Is there a working, permanently installed washbasin with hot and cold running water in the unit?

Purpose

To provide basic sanitary facilities for the tenant.

Definitions and Clarifications

The washbasin must be permanent. A portable washbasin does not satisfy the requirement. Also a kitchen sink used to pass the requirements under Part 2 of the Checklist (Kitchen) cannot also serve as the bathroom washbasin. The washbasin may be located separate from the other bathroom facilities (e.g., in a hallway).

Not working means the washbasin is not connected to a system that will deliver hot and cold running water; it is not connected to a drain with a "gas trap"; it is clogged; or the connectors (or vents or traps) are faulty to the extent that severe leakage of water or escape of sewer gasses occurs. (This will be evidenced by a strong sewer smell or evidence of water leaks on the floor.)

If the water to the unit or the hot water heater has been turned off, check Inconclusive. Obtain verification from owner or manager that the system is in working condition.

Pass the item but comment on the Checklist if the washbasin is present and working but has the following types of defects: low water pressure; dripping faucets; minor leaks; cracked or chipped porcelain; a slow drain; partially rusted or defective faucet handles; basin insecurely fastened to the wall or floor.

Make sure to turn on the hot and cold water; look under the lavatory for leaks while the water is running and verify that the sink drains properly.

Problem Solving

Always make detailed notes of the nature and extent of any problems encountered. Some problems can be resolved easily (e.g., installing new washers to fix a dripping faucet or tightening loose settings, unclogging drains with a "plumber's helper" or "plumber's snake"). Plumbing that leaks because of serious corrosion can represent more costly repair since the remedy may require replacement of fixtures and sections of pipe.

3.12 TUB OR SHOWER IN UNIT

Is there a working tub or shower with hot and cold running water in the unit?

Purpose

To provide basic sanitary facilities for the use of the tenant.

Definitions and Clarifications

Not present means that neither a tub nor shower is present in the unit. Again, these facilities need not be in the same room with the rest of the bathroom facilities.

Not working covers the same requirements detailed above for washbasin, Item 3.11.

Pass the item but comment on the right of the form if the tub or shower is present and working but has the following types of defects: a dripping faucet; minor leaks; cracked porcelain; slow drain; absent or broken support rod for the shower curtain; cracked, broken or missing tile; deteriorated grout around the tub.

Make sure to turn on both hot and cold water to the tub or shower to verify that the water supply and drain are all working properly.

Problem Solving

See the discussion of plumbing problems under Items 3.10 and 3.11.

3.13 VENTILATION

Are there openable windows or a working vent system?

Purpose

To make sure that the bathroom can be properly ventilated by an openable window or mechanical or other vent to prevent the accumulation of unhealthful odors and sewer gasses.

Definitions and Clarifications

If there is no openable window in the bathroom, then there must be a working exhaust vent system. The types of ventialtion systems that will pass are: electric fan vents, either wall or ceiling mounted, and gravity flow/chimney effect vent pipes, or shafts, that allow air to escape to the outside without an electric fan.

If the ventilation system is an electric fan type, the fan must operate when there is electric current and the fan is switched on. (Make sure that any malfunctions are not simply due to the ventilation system not being plugged in.)

If an electric current to the unit has not been turned on (and there is no openable window), check Inconclusive. Obtain verification from owner or manager that the system works.

Windows and other ventilation systems must vent to the outside, attic or crawlspace.

Problem Solving

If neither an openable window nor an exhaust vent system are present in the bathroom, the least expensive remedy is the installation of an electric venting fan--especially if the bathroom is located adjacent to an exterior wall.

4. Other Rooms Used for Living and Halls

It is essential that all rooms in the unit be inspected. Section 4 of the Checklist provides a format for inspecting "other rooms used for living" (i.e., not the living room, kitchen, or bathroom). See the discussion below for definitions of "used for living." Complete an "Other Room" supplement for as many "other rooms used for living" as are present in the unit (and not already noted in Parts 1, 2, and 3 of the Checklist). Supplemental forms are provided in the Checklist for rating these "other rooms." Also complete an "Other Room" supplement for all entrance halls, corridors, halls and staircases that are located within the unit and are part of the area used for living. If a hall, entry, or stairway are contiguous, rate them as a whole--that is, as part of one space.

Definition of "used for living": "Rooms used for living" are areas of the unit that are walked through or lived in on a regular basis. Do not include rooms or other areas that have been permanently or nearly permanently closed off or areas that are infrequently entered. For example, do not include a utility room, attached shed, attached closed-in porch, basement, or garage if it is closed off from the main living area or is infrequently entered. Do include any of these areas if they are frequently used (e.g., a finished basement or playroom or a closed-in porch that is used as a bedroom during summer months). The occasional use of a washer or dryer in an otherwise unused room does not constitute "regular" use of the room.

If the unit is vacant and you do not know the eventual use of a particular room, complete an "Other Room" supplement if there is any chance that the room will be used on a regular basis. If there is no chance that the room will be used on a regular basis, do not include it (e.g., an unfinished basement).

4.1 ROOM CODE /__/

ROOM LOCATION:

right/left _____

front/rear _____

floor level _____

Purpose

To identify the "Other Room" being inspected.

Definitions and Clarifications

Enter the appropriate room codes as given below:

ROOM CODES

1 = Bedrooms or any other room used for sleeping (regardless of type of room)
2 = Dining Room
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom
6 = Other

Also, write the ROOM LOCATION on the line provided. This will be helpful in later communicating to owner and tenant exactly which room had deficiencies. Record the location of the room as if you were standing looking at the front entrance to the unit from outside the unit.

right/left: record whether the room is situated to the right, left, or center of the unit.

front/rear: record whether the room is situated to the back, front, or center of the unit.

floor level: identify the floor level on which the room is located.

If the unit is vacant you may have some difficulty predicting the eventual use of a room. Before giving any room a code of 1 (bedroom), the room must meet all of the requirements for a "room used for sleeping" (see Items 4.2 and 4.5).

4.2-4.9 ELECTRICITY
ELECTRICAL HAZARDS
SECURITY
WINDOW CONDITION
CEILING CONDITION
WALL CONDITION
FLOOR CONDITION
LEAD PAINT

Explanation of these items is the same as that provided for Living Room with the following modifications:

4.2 ELECTRICITY/ILLUMINATION

If room code = 1, are there at least two working outlets or one working outlet and one working permanently installed light fixture? If room code does not = 1, check to see if there is a means of natural or artificial illumination such as a light fixture, wall outlet to serve a lamp, a window in the room, or adequate light from an adjacent room (e.g., through an archway). If not, check Fail.

4.5 WINDOW CONDITION

If room code = 1, is there at least one window? And, regardless of the room code, are all windows free of signs of severe deterioration or missing or broken-out panes?

In rooms used for sleeping, if the windows were designed to be opened, at least one window must be openable.

The minimum standards do not require a window in "Other Rooms" not used for sleeping. Therefore, if there is no window in another room not used for sleeping the room passes the window condition; check Pass (no window).

Additional Note: If the room being inspected is an additional bathroom, the following items must also be checked:

- Does the bathroom sink have a gas trap to prevent the entrance of sewer gas?

- Is the second bathroom free from any serious health and sanitary problems (e.g., clogged toilet, serious water leak, entrance of sewer gas)?

If any of these health and sanitation problems exist, the second bathroom should receive a Fail rating regardless of other ratings on Part 4 (Items 4.2 through 4.9). This should be documented in the comments section of the Checklist.

All the ingredients of a second bathroom need not be present if the first bathroom is complete and available.

5. All Secondary Rooms

If any room in the unit did not meet the definition for "other rooms used for living" in Part 4, it is considered a "secondary room (not used for living)". Rate all of these roo , together (i.e., a single Part 5 Checklist is used for all secondary rooms in the unit).

Inspection is required of Security (Item 5.2) and Electrical Hazards (Item 5.3) since hazardous defects under these items could jeopardize the rest of the unit even if they are present in rooms not used for living. Also, be observant of any other potentially hazardous features in these rooms and record under 5.4.

5.1 NONE / / GO TO PART 6

If there are no "secondary rooms (not used for living)", check NONE and go to Part 6.

5.2 SECURITY
5.3 ELECTRICAL HAZARDS

Explanation of these items is the same as provided for Living Room.

5.4 OTHER POTENTIALLY HAZARDOUS FEATURES IN ANY OF THESE ROOMS

Are all of these secondary rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature," how is interior access to the room controlled?

Purpose

To allow the inspector to identify on the Checklist any other types of hazards that may be present in secondary rooms and may jeopardize the occupants.

Definitions and Clarifications

If there are any features or defects in these rooms which you think might be potentially hazardous, give a full explanation in the space provided. Possible examples include:

- unstable stairs or stairs with a tripping hazard;
- stairs without a railing;
- large holes in floors, walls or ceilings;
- evidence of imminent structural collapse;
- windows or doors in seriously deteriorated condition;
- protruding nails or other sharp objects in walls, floors, ceiling, etc.

In recording "other potentially hazardous features" assess the means of access to the room with the hazard (e.g., lockable door, unlockable door, screen or curtain, or no control) and the frequency of use of the area where the hazard is located. For example, if a basement stair has no railing but it is almost never used, the risk to the occupant is probably not enough to warrant a rating of Fail. Also, take into consideration the control of access to the room. For example, if the room with the hazard can be closed off and locked, this would probably substantially reduce the risk to the occupant. In arriving at a final resolution on Pass/Fail take all of these factors into consideration. If you are uncertain about a Pass/Fail decision, check Inconclusive and discuss the condition with the inspection supervisor.

See Appendix B for an example of how to rate "Secondary Rooms (Not Used for Living)."

6. Building Exterior

6.1 CONDITION OF FOUNDATION

Is the foundation sound and free from hazards?

Purpose

To assure that the foundation has the capacity to properly support the building and keep ground water out of the basement under normal rainfall conditions.

Definitions and Clarifications

"Unsound or hazardous" means foundations with severe structural defects indicating the potential for structural collapse, or foundations that allow significant entry of ground water evidenced by flooding in the basement.

The following conditions are indicative of structural instability (if present they will be evident from outside the building or in the basement):

- evidence of major recent settling;
- large cracks or holes;
- severe leaning;
- large sections or crumbling brick, stone, or concrete (see Figure 26);
- undermining of footings, walls, posts or slab;
- major deterioration of wood support members due to water damage or termites.

If piers or other parts of the foundation look questionable but the structure above feels stable, pass the item.

Problem Solving

Most conditions that would be serious enough to fail this item would require substantial repair and expense to correct. There are however some exceptions; for example, under some circumstances a foundation post that has seriously decayed and weakened can be replaced at modest cost.

Figure 26: This erosion of part of the foundation has caused serious shifting and probable weakness in the structure above and should fail.

6.2 CONDITION OF STAIRS, RAILS AND PORCHES

Are all the exterior stairs, rails and porches sound and free from hazards?

Purpose

To assure that the condition of all exterior stairs, railings and porches do not pose a danger to the tenant of tripping or falling.

Definitions and Clarifications

"Unsound or hazardous" means stairs, porches, balconies, or decks with severe structural defects such as broken, rotting, or missing steps (see Figure 27); absence of a handrail when there are extended lengths of steps (i.e., generally four or more consecutive steps); absence of or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground (see Figure 28).

If the tenant family has small children, be especially watchful for loose or missing sections of porch railing that might pose a danger to children of falling off the porch. This item also includes the condition of steps leading to the dwelling unit which are not physically attached to the building, like steps up a steep lawn from the sidewalk.

If the unit is part of a multi-unit structure, inspect only the exterior stairs, rails, and porches that are associated with the tenant's apartment or frequently used by the tenants.

Problem Solving

The extent and cost of repair under this item varies considerably from the expensive replacement of a rotted porch to the minor cost of securing a loose railing. Make careful notes defining the extent and location of the defect so that you can report accurately to the owner and tenant.

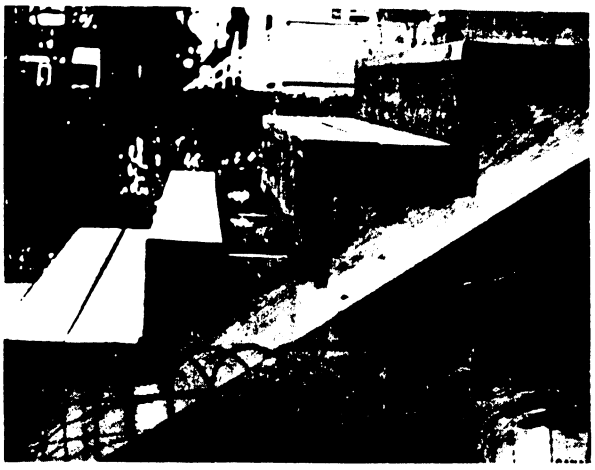

Figure 27: This missing stair tread would fail.

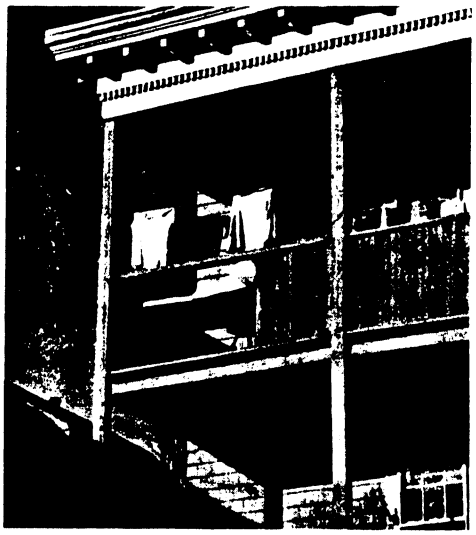

Figure 28: The third story porch has a missing section of railing requiring a Fail rating.

6.3 CONDITION OF ROOF AND GUTTERS

Are the roof, gutters and downspouts sound and free from hazards?

Purpose

To assure that the tenant is not exposed to any risk of structural collapse and that the roof protects the tenant's unit from the outside elements.

Definitions and Clarifications

"Unsound or hazardous" means that the roof has serious defects such as serious buckling or sagging that indicates the potential of structural collapse, or that there are large holes or other defects that would allow significant air or water infiltration. In most cases severe exterior defects will be reflected by equally serious surface defects within the unit (e.g., buckling or water damage).

Most roofs are structurally sound even if they have some sag. A much more common problem with roofs is leakage. A roof that is not weathertight and allows significant amounts of water to leak through to the interior of the unit occupied by the tenant is unacceptable and should fail. On the outside, look for large patches of missing shingles; on the inside look for water damage to the ceiling evidenced by "unkeyed" plaster.

If there are no signs of internal water damage and you cannot see the roof, rate this item Pass, and record "unobservable."

The purpose of gutters and downspouts is to channel water away from the exterior walls and foundation so that there is no water damage to the building. Deterioration of the gutters and downspouts (e.g., rotting or missing pieces) should fail if it causes significant amounts of water to enter the interior of the unit (e.g., by rotting an exterior wall). Deterioration that does not affect the interior of the unit should pass, but be brought to the attention of the owner.

Many houses are built without gutters (e.g., a wide roof overhang serves the same purpose). The absence of gutters is not cause to fail the item since gutters and downspouts are not required to pass this item.

Problem Solving

Most roof and gutter repairs are generally not quickly and easily made by a novice. The tenant or landlord is not likely to undertake even small repairs. Detail your findings when problems are encountered and discuss the situation with the tenant and landlord.

Figure 29: Missing roof shingles; look for signs of entry of water into the interior of the unit. Fail only if there are signs of damage to the interior.

Figure 30: Typical interior water damage from roof leak, requiring Fail rating.

6.4 CONDITION OF EXTERIOR WALLS

Are exterior surfaces sound and free from hazards?

Purpose

To assure that the tenant is not exposed to any danger of structural collapse and that the exterior walls weathertight.

Definitions and Clarifications

"Unsound or hazardous" means that exterior walls show severe defects such as buckling, bowing, or leaning (see Figure 31); or contain large cracks or falling or missing pieces of masonry; or that significant portions of the exterior walls have deteriorated to the point that would allow water and serious drafts to penetrate. As with the roof condition, the critical issue is whether an exterior wall defect adversely affects the living condition of the interior of the unit. (See Figure 32.) If an exterior wall defect does not affect the tenant's unit, it would not fail. For example, in a multifamily structure, an exterior wall defect located in another part of the building would not affect the tenant's apartment and would not fail.

Problem Solving

If the exterior wall appears to have been repaired, the damage to the interior wall will probably not recur. If the surface damage has been repaired, but the walls show signs of bulging or buckling (evidence of a "cosmetic fix-up") you will need to determine whether the problem is likely to recur. Bring the conditions to the attention of the landlord for clarification. Beware of "cosmetic rehab" as the underlying problems may still exist.

Figure 31: This small bay window is pulling away from interior wall and has been propped up by a 2"x 4." This is basically unsound and would fail.

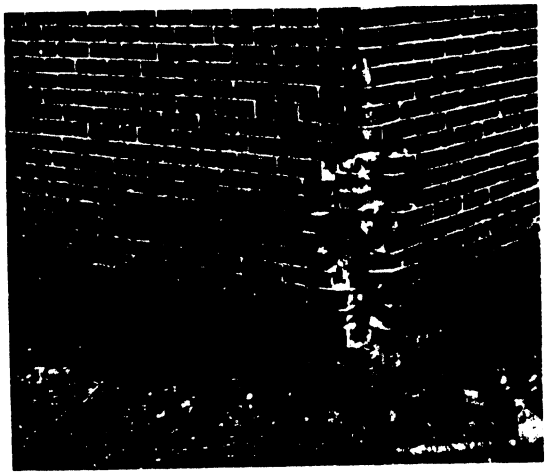

Figure 32: This hole would have to be examined to determine if it weakens the structure or allows drafts into the tenant's apartment. If so, it would fail.

6.5 CONDITION OF CHIMNEY

Is the chimney sound and free from hazards?

Purpose

To assure that the tenant is not exposed to the potential collapse of the chimney and that the chimney is capable of safely carrying smoke, fumes and gasses from the unit to the outside.

Definitions and Clarifications

"Unsound or hazardous" means that the chimney is either seriously leaning or that it shows evidence of deterioration or disintegration of its parts. Many missing bricks and mortar is a sign of disintegration of the chimney. The vast majority of chimneys you will encounter will be relatively sturdy with little or no chance of collapse and will be capable of venting exhaust gasses and smoke reasonably well. This will be true even if there is some missing mortar and bricks. You may, however, encounter some extreme cases that should fail; look for large amounts of missing bricks and mortar. If it is a metal chimney, do all the parts fit tightly and is it properly attached to the building? (See Figure 33.) If the chimney is not observable, check Pass and note "not observable."

Problem Solving

If the chimney appears to be unsound or hazardous, bring this to the attention of the owner and tenant. Chimney repairs cannot be done by amateurs and a decision on repairs will have to be made by the landlord.

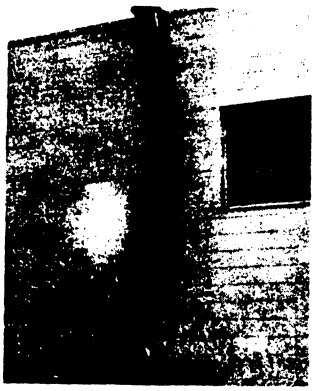

Figure 33: This metal chimney has broken and would fail.

6.6 LEAD PAINT--EXTERIOR SURFACES

Are all exterior surfaces which are accessible to children under seven years of age free from cracking, scaling, peeling, chipping, and loose paint or adequately treated or covered to prevent exposure of such children to lead-based paint hazards?

Purpose

To assure that the dwelling unit is free from hazards of lead-based paint.

Definitions and Clarifications

This refers to lead-based paint existing on exterior surfaces of the dwelling structure which include: walls, stairs, decks, porches railings, windows and doors. Outbuildings such as garages and sheds are not subject to this requirement. In order to fail, the paint must be noticeably loose and separating from the surface. The requirement applies to all units regardless of whether children will occupy the unit. (Also, see Item 8.11 of Checklist for discussion of owner certification of completion of treatment prior to signing of HAP contract.)

Problem Solving

See discussion of Lead Paint (Item 1.9, interior surfaces) for Living Room for an explanation of the regulations for treatment or covering of surfaces not in compliance.

Figure 34: Peeling paint on the exterior wall that would require a Fail rating.

6.7 MOBILE HOMES--TIEDOWNS

If the unit is a mobile home, is it properly placed and tied down?

Purpose

To protect occupants of mobile homes in high wind areas.

Definitions and Clarifications

If the unit is a mobile home, it must be properly placed and tied down to avoid overturning, displacement or other serious damage during a wind storm. "Tie down" devices are required unless a variation of the Acceptability Criteria has been approved by the HUD Area Office.

Figure 35 gives an example of one type of "tie down" device. Alternative types of anchors, beams and foundation bolts are permissible if they meet the manufacturer's specifications for the type of mobile home and particular wind zone.

Problem Solving

The purchase and installation of tie down devices such as those shown below would require moderate expense.

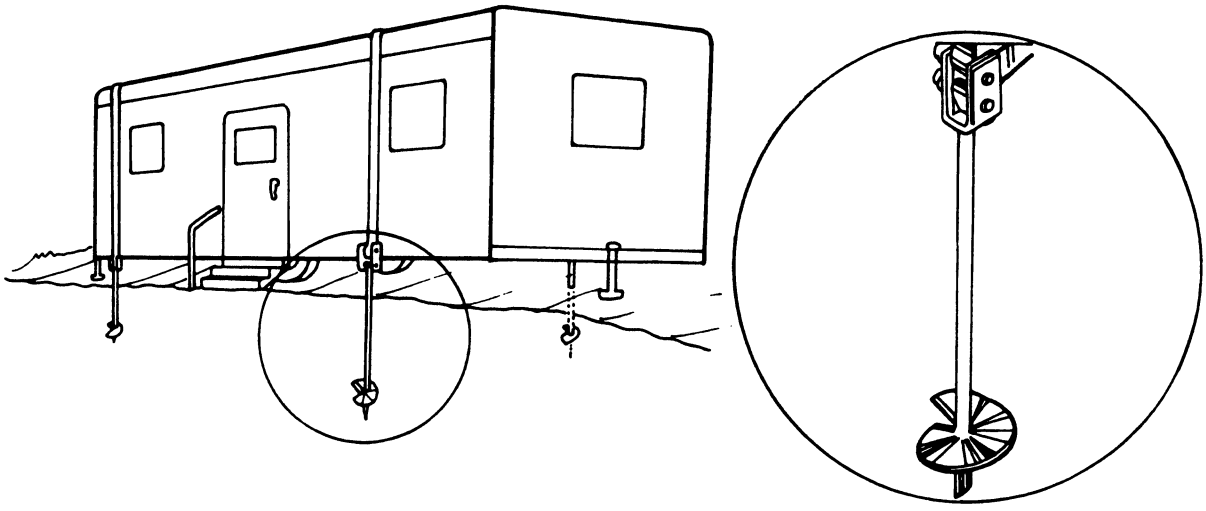

Figure 35: An example of a typical "tie down" device that would satisfy the requirements.

6.8 MANUFACTURED (MOBILE) HOMES--SMOKE DETECTORS

If unit is a manufactured (mobile) home, does it have at least one smoke detector in working condition?

Purpose

To reduce the risk of loss of life in the event of fire.

Definitions and Clarifications

In a manufactured (mobile) home there must be at least one smoke detector present and working. If one is not immediately visible, ask the owner or tenant. Most smoke detectors can be tested by pushing a small "test button" on the face of the detector. When the button is depressed, the alarm should sound.

Problem Solving

Smoke detectors present, but not working, may require new batteries.

If no smoke detector is found, suggest that the owner or tenant buy one at a local hardware or applicance store and install it in the unit. They are relatively inexpensive.

7. Heating and Plumbing

7.1 ADEQUACY OF HEATING EQUIPMENT

Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?

Purpose

To assure that the occupant will have adequate heat in the unit during the cold months of the year.

Definitions and Clarifications

"Adequate heat" means that the heating system is capable of delivering enough heat to assure a healthy living environment in the unit appropriate to the climate. The PHA is responsible for defining what constitutes a healthy living environment in the area of the country in which it operates. Local codes (city or state health and sanitary codes) should be instructive in arriving at a reasonable local definition. For example, for heat adequacy, local codes often require that the unit's heating facility be capable of maintaining a given temperature level during a designated time period.

In defining "Rooms Used for Living," use the instructions given in Part 4 of the Checklist. Heat is not required in "Secondary Rooms (Not Used for Living)."

The terms "directly or indirectly" should be defined as follows:

- "Directly" means that each room used for living has a heat source (e working radiator, working hot air register; ba ard heat).
- "Indirectly" means that if there is no heat source present in the room, heat can enter the oom easily from a heated adjacent room (e.g., a dining room may not have a radiator but would receive heat from the heated living room through a large open archway).

If there are no direct or indirect heat sources in a room used for living the unit fails this requirement. If there is heat (direct or indirect) you still must determine whether it is adequate. Several approaches for assessing adequacy are given below.

If the unit is occupied, usually the quickest way to determine the capability of the heating system is to question the tenant. If the unit is not occupied, or the tenant has not lived in the unit during months when heat would be needed, check Inconclusive. It will be necessary to question the owner on this point after the inspection has been completed. If the unit is vacant and it is a multi-unit structure, question other tenants about the adequacy of heat provided.

In certain cases, the adequacy of heat can be determined by a simple comparison of the size of the heating system to the area to be heated. For example, a small permanently installed vented space heater in a living room is probably inadequate for heating anything larger than a relatively small apartment or mobile home.

In areas where the climate requires regular heating, portable electric room heaters as the primary source of heat in a unit are not acceptable and warrant a Fail rating. Similarly, a kitchen stove with a built-in space heater should not be considered adequate for primary heat in areas where the climate requires regular heating.

Problem Solving

In some cases, lack of heat may be caused by a relatively simple maintenance problem that does not require the addition of any new heating equipment to the existing system. A qualified heating contractor or a serviceman from a fuel oil company can check a system for malfunctions or obstructed filters and fuel line. In some cases, the addition of storm windows and other forms of winterization and insulation can correct a heat adequacy problem.

If the heat adequacy problem is more serious and the existing system is simply not large enough relative to the area to be heated, new or additional equipment can be added to furnish more heat. However, this is generally very expensive. These remedies might include: adding capacity to the heating

unit; adding capacity to the distribution system (e.g., more ducts to other rooms, more baseboard units, more radiators); installing a new burner or furnace. The landlord should check with a qualified heating contractor to discuss the most efficient way to satisfy heating requirements.

7.2 SAFETY OF HEATING EQUIPMENT

Is the unit free from unvented fuel burning space heaters or other types of unsafe heating conditions?

Purpose

To assure that the occupant is not exposed to hazards of fire or escaping exhaust gasses from the heating system.

Definitions and Clarification

The inspector must determine if any of the heating equipment poses a safety hazard to the tenant. The main concerns are: potential for fire, and escape of exhaust fumes into the living area. If you are unfamiliar with the basics of a home heating system review Appendix D, Heating Systems.

The PHA and the inspector should consult the local plumbing and heating code and local fire codes for guidance on safety standards applied to heating systems. These codes, however, should only serve as guides; the Section 8 inspection is not meant to be a code inspection.

When the PHA is setting up its guidelines for inspecting heating safety hazards, it should also consult with the plumbing and heating inspector in the city, town, county, or state. The inspector is usually found at the Building Department or the Health and Sanitary Department. He or she will be one of the best sources of information on current local practices for heating safety regulations as to existing housing.

In some cases the heating system will have been inspected and tagged by a heating inspector verifying that the system has been adequately maintained and serviced. The tag or inspection certificate is usually fastened onto the primary heating unit, such as the furnace. Check the date and the inspection outcome. Ignore the tag if the date indicates that the system has not been inspected in several years.

Many of the common safety hazards have to do with fuel burning heating systems that are not located in the living area of the unit but are in the basement. You may need to go into the basement or utility room where the furnace and fuel supply are usually located to check these. If you are unable to gain access to the primary heating system, check Inconclusive. Contact the owner or manager for verification of the safety of the system.

The discussion below reviews some common unsafe heating system conditions that are covered in almost all local codes. If you feel uncertain about whether a given condition is unsafe, check Inconclusive on the Checklist and consult a local heating expert or the heating and plumbing inspector.

- Unvented fuel burning space heaters are a health hazard. Most fuel burning space heaters that are not vented to the outside violate local codes and fail the HUD Housing Quality Standards (see Figure 36). Without a vent, exhaust fumes escape into the unit causing a tenant to have bad headaches and other more serious health problems. (See Appendix E for a discussion of the grounds on which a variation of this requirement will be considered by the HUD Field Office if the heat output of the heater is very limited and it is approved and "listed" with a recognized testing laboratory for unvented use.)

Oil Burning Systems

- Improper fuel storage and lines are a fire hazard. Local codes generally require that fuel oil tanks be raised up off the floor on a stable base to prevent movement. Movement could eventually cause leaks in fuel lines running from the tank to the furnace. Also most codes require that the fuel line has a shut-off valve at the base of the tank to turn off the flow of fuel. Most codes require that any fuel oil line that runs across the floor be protected to prevent damage (e.g., set into the cement floor). Check to see if there are excessive fuel oil stains on the floor indicating leaks. The oil tanks must be vented and filled from the outside of the unit.

Gas Burning Systems

If gas is the fuel used and the area is served by a city or town gas company, there is no need for fuel storage at the house. The gas enters from a main line in the street, passes through a meter, and goes directly to the furnace. Codes require a manual shut-off device at the furnace. Also, in areas not served by a gas utility, gas can be stored in propane tanks,

- Combustible material around the furnace is a fire hazard. Figure 37 shows a potentially hazardous condition.

- Improper flues and chimneys are a health hazard because of exhaust gasses. Fuel burning heating systems must be properly vented to the outside to prevent the escape of exhaust gas into the unit. Check to see that the flue pipe and collar around it are tight against the wall and will prevent fumes from escaping into the room.

  Improper flues are also a fire hazard. A flue can get very hot. There must be adequate clearance between it and any combustible materials (see Figure 38). Local codes will vary somewhat in their requirements, and clearance distances will vary with combustibility of the material near the flue. Consult the local code or ask the local heating inspector what regulations apply. Check in the basement to make sure that any flue leading from a furnace to the chimney is at a safe distance from any combustible material.

  When you are checking flues in the basement make sure that you are looking at a flue and not an air duct. Air ducts do not get very hot and do not require clearance from combustible material. Flues do require clearance. Flues always lead from the furnace to the chimney; air ducts lead from the furnace to (or from) floor registers in the unit. (See Appendix D, Heating Systems.)

- Improper installation of equipment can be a safety hazard. Check with a local expert for the types of requirements that are common with the heating systems used in your area. Heating systems require different types of safety devices for limiting furnace temperatures, allowing for the release of excess pressure, and shutting down a furnace in the case of malfunction.

- Improper maintenance of equipment can be a safety hazard. Check for conditions such as equipment in state of obvious disrepair, heavy build up of soot and creosote around chimney or flue.

- Inadequate source of clean return air in a "forced warm air" system is a health hazard. In this type of system it is essential that air drawn in through the return air duct be free of any exhaust gasses since it will be heated and circulated into the living area. Many codes enforce this by requiring that return air be drawn from an area that is separate from the furnace room or other area where the furnace is located. (See Appendix D, Heating Systems, for further discussion.)

In multi-unit structures you may not be able to gain access to the heating system. Also, the heating system in a multi-unit structure may be large and complex. In such cases check for a posted inspection certification. If there is none, check Inconclusive and contact the owner for verification that the system is in proper and safe operating condition.

When inspecting the heating system you may find problems that are not hazardous and therefore should pass but still should be noted on the Checklist and brought to the attention of the tenant and owner. Some examples are:

- A floor register so dirty that air would have difficulty passing through.
- The cover missing on a hot water baseboard heating pipe (this is no hotter than a radiator, which is often not covered).
- Malfunctioning radiator valve: the valve at the end of the radiator allows air to escape when steam enters the radiator. If it malfunctions, it will make a continual hissing noise and steam will escape. Ask the tenant if this happens regularly. Although this, again, is not a hazard and should pass, it may be a nuisance to the tenant and should be brought to the attention of the owner.

Problem Solving

In most cases where a hazardous heating situation is found, it will be necessary to notify the owner and suggest that a qualified specialist be called in to check the system, verify whether the condition is hazardous, and repair it as necessary. Some of the typical unsafe conditions described above have a simple remedy (e.g., moving combustible debris from around the furnace); others will require more extensive repair. But repair of any of these hazards is definitely in the interest of the owner of the building because of the risk of fire.

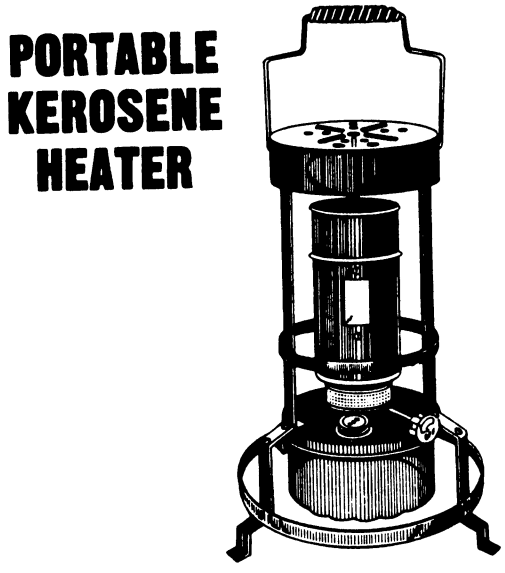

Figure 36: Example of an unvented fuel burning space heater requiring a Fail rating.

Figure 37: Combustible material around the furnace requiring a Fail rating.

Figure 38: Improper clearance around a flue, (consult the local Heating and Fire Code), this would probably fail.

7.3 VENTILATION AND ADEQUACY OF COOLING

Does this unit have adequate ventilation and cooling by means of openable windows or a working cooling system?

Purpose

To assure there is adequate air circulation in the unit.

Definitions and Clarifications

In most cases units will pass this requirement on the basis of some openable windows in the unit. If the tenant is present and has occupied the unit during the summer months, inquire about the adequacy of air circulation. If the tenant is not present or has not occupied the unit during the summer months, test a sample of windows to see that they open.

Select a sample of four windows at random locations throughout the unit. Make sure they are windows that are designed to be opened (i.e., not picture windows). If two or more of these open, it is fairly safe to assume that the unit meets the definition of "some openable windows." If fewer than two can be opened select additional windows at random to try. The final decision on adequacy of air flow depends also on the size and placement of the windows and the size of the unit.

The phrase "working cooling equipment" includes central (fan) ventilation systems, evaporative cooling systems, room or central air conditioning. Ask the tenant if the equipment works properly. If the tenant is not there, the best method for testing the working condition of an air conditioning unit is to turn it on, let it run for a short period of time, and determine whether cool air is produced. Larger central cooling (and heating systems) may be less easily tested depending on the time of year. In these cases rely on verification by the owner or manager.

In large apartment buildings where all windows may be unopenable, there is usually a central air conditioning system. In this case check Inconclusive and obtain verification from the owner, manager or other tenants.

Problem Solving

If a condition of inadequate air circulation is caused by windows that are swollen or painted shut, this can often be remedied with a modest amount of effort, like breaking the paint seal with a knife or prying it with a putty knife. If, however, the problem is more serious (if, for example, there is no window), the effort and cost of installing a new window is considerably greater and one that many owners will be unwilling to undertake.

The problem solving considerations for a mechanical cooling system are similar to those discussed for a heating system. The remedies range from simple cleaning of a filter to expensive installation of additional cooling equipment by an air conditioning contractor.

Figure 39: When buildings are close together like these, ask the tenant whether this condition seriously affects air flow.

7.4 HOT WATER HEATER

Is the hot water heater located, equipped, and installed in a safe manner?

Purpose

To assure that the hot water heater does not present a hazard to the occupant.

Definitions and Clarifications

There are four ways that a hot water heater could fail the Housing Quality Standards.

- Location: A hot water heater will fail if its location presents a hazard. There should be no combustible materials piled up against the heater.
- Absence of temperature-pressure relief valve and discharge line: All hot water heaters must have a temperature-pressure relief valve which will operate when either the temperature or the pressure in the tank become too high. In Figure 40 the relief valve is the copper fixture circled in the center of the picture. The hot water heater must also have a discharge line directed to the floor or outside of the living area. In this figure, the discharge line is the copper pipe leading from the relief valve down to the floor. If the relief valve opens, the discharge line will vent the steam and hot water harmlessly to the floor.

- Improper flues for venting exhaust gasses: As discussed previously for furnaces, hot water heater flues must have adequate clearance from combustible materials. Check your local heating code or fire code for guidance on clearance. A hot water heater powered by electricity does not have exhaust gases and does not require a flue.
- Serious leaks from hot water tank: Check the hot water heater to see if it has corroded and is leaking onto the floor.

If it is impossible to view the hot water heater, check Inconclusive. Obtain verification of the safety of the system from the owner or manager. Check Pass if the heater has passed a local inspection. This applies primarily to hot water that is supplied by a large scale complex water heating system that serves multiple units (e.g., hot water heating system in large apartment building). Check this in the same manner described for heating system safety, Item 7.2 above.

Problem Solving

The installation of a pressure relief valve and a discharge line on a hot water heater is a relatively inexpensive repair item. The installation of a new flue is somewhat more costly but is certainly not major. If a hot water heater is badly corroded and is leaking on the floor, it will probably have to be replaced. This is a major repair expense. The removal of combustible material from around the hot water heater is often cost free.

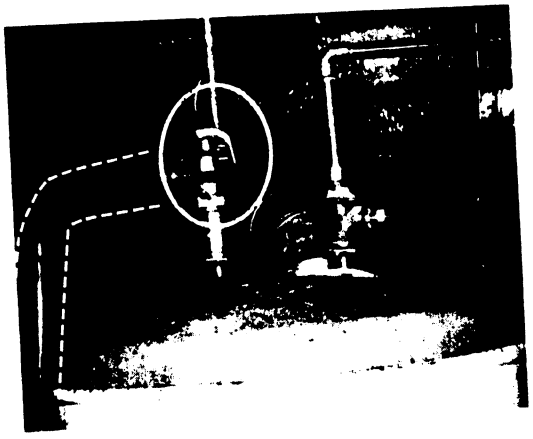

Figure 40: Pressure relief valve (circled) and discharge line (outlined) on a hot water heater.

7.5 WATER SUPPLY

Is the unit served by an approvable public or private sanitary water supply?

Purpose

To guarantee that the tenant will have adequate, clean water.

Definitions and Clarifications

There must be an approvable public or private sanitary water supply for the unit. If the structure is connected to a city or town water supply, this will pass. Usually streets served by city water systems will have covers in the street or on the sidewalks with "water" or "city water" written on them. In less developed areas at the periphery of a city you may be uncertain about whether there is a connection to a public system. Ask the owner. In rural areas you will find private water supplies--usually wells. Ask the owner about the nature of the supply and whether it has been tested in the past by an appropriate public agency and is an approvable source of water. This requirement does not mean that a current test of the water should be obtained. If you are uncertain about the quality of the water, check Inconclusive and contact the appropriate public agency.

Problem Solving

In situations where water quality is inadequate, rely on the judgment and recommendations of the local public health department or state or county sanitary departments for possible remedies.

7.6 PLUMBING

Is plumbing free from major leaks or corrosion that cause serious and persistent levels of rust or contamination of the drinking water?

Purpose

To assure that dwelling unit is not subject to serious plumbing problems involving leaking or corroded pipes that could present a hazard to the occupant.

Definitions and Clarifications

"Pipes severely leaking" means that main water pipes (often located in the basement or utility room) are seriously leaking. (Leaks present at specific facilities have already been evaluated under the Checklist items for Bathroom and Kitchen).

Pipes "corroded, causing serious and persistent levels of rust or contamination in the drinking water" can be determined by observing the color of the drinking water at several taps. Badly corroded pipes will produce noticeably brownish water. If the tenant is currently occupying the unit, he or she should be able to provide information about the persistence of this condition. (Make sure that the "rusty water" is not a temporary condition caused by city or town maintenance of main water lines.)

In looking for evidence of severe leaks, inspect the basement for water on the floor or water in buckets under pipes. Also inspect the main water lines (feed lines and drain lines) to see if any are dripping or severely corroded. Severe corrosion inside a pipe usually shows evidence on the outside of the pipe also. A moderate level of corrosion of pipes or valves should pass if it does not result in heavy leaks or rusty water, but note it on the Checklist and bring it to the attention of the owner.

Problem Solving

If inspection reveals seriously leaking or corroded pipes, indicate the problem on the Checklist and tell the tenant or landlord where the problem exists. If the leak or corrosion is very serious, suggest that the landlord contact a qualified plumber to get an estimate for repair.

7.7 SEWER CONNECTION

Is plumbing connected to an approvable public disposal system, and is it free from sewer back-up?

Purpose

To guarantee that the unit is connected to a properly working sewer system.

Definitions and Clarifications

The structure must be connected to an approvable public or private sewer system. If the structure is connected to a city or town sewer system, check Pass. Ask the owner if you are uncertain.

If the structure is connected to a private disposal system, ask the owner about the type of system and determine whether it meets local health and safety standards. Many homes in rural areas will have a septic tank and field located away from the house; in most cases this will pass. Check with the state or local health authorities.

Also check to see that there is no evidence of serious sewer back-up that would warrant a Fail rating. Ask the tenant if drains are regularly clogged or slow. Also be aware of any strong sewer gas smells or any marsh areas outside of the unit caused by sewer or septic field back-up.

Problem Solving

If the unit is not connected to an approvable public or private disposal system, the remedy is generally costly requiring excavation and installation of pipe outside. If there is evidence of sewer back-up, the remedy may be a single visit by a plumber to clean out the drain lines in the basement. It could be more costly if the main sewer line that runs from the unit to the sewer system needs to be cleaned.

8. General Health and Safety

8.1 ACCESS TO UNIT

Can the unit be entered without having to go through another unit?

Purpose

To assure that the tenant has direct access to his or her own unit, thereby assuring privacy of living quarters.

Definitions and Clarifications

"Through another unit" means that access to the unit is only possible by means of passage through another dwelling unit.

Units that require access "through another unit" are usually encountered in large older homes that have been converted to multi-family use, or in homes that have added a so-called "in-law" apartment.

Problem Solving

When private access to the dwelling unit is not provided, it may be possible to remedy the situation by adding or moving a wall or by adding an exterior door for the sole use of the tenant. Such construction is usually major and may be too expensive for the landlord to undertake.

8.2 EXITS

Is there an acceptable alternate fire exit from this building that is not blocked?

Purpose

To assure that the tenant has an alternate means of exit from the building in case of fire.

Definitions and Clarifications

"Acceptable fire exit" means that the building must have an alternate means of egress that meets local or state requirements. Some examples of acceptable fire exits are:

- an openable window if the unit is on the first or second floor or easily accessible to the ground;
- a back door opening onto a porch with a stairway leading to the ground;
- fire escape, fire ladder or fire stairs.

"Blocked" means that the exit is not useable due to conditions such as debris, storage, nailed-shut door, broken lock.

Important note: The tenant should assist in the consideration of the adequacy of the emergency exit available. For example, a family with children or an elderly tenant should consider whether exit by fire ladder is reasonable. A handicapped tenant should consider whether exit by fire ladder is reasonable. A handicapped tenant should consider the degree of difficulty in exiting from units located above the first floor. However, the PHA has the final responsibility for deciding whether the type of emergency exit is acceptable for the family.

Inspect closely to make sure that all windows and doors opening onto the fire exit are operable (e.g., window to fire escape). Also assess the stability and security of the fire escape if that is the means of exit (i.e., look for signs of corrosion on the fastenings to exterior walls or vertical supports). Passage to another dwelling unit (for example, by window balconies in a row house) may be sufficient provided there is a complete firewall[1] between the two units; ask the owner or manager.

Problem Solving

If a building does not have an alternate means of egress in case of fire, appropriate remedies will depend on local regulations and the needs and abilities of the tenant. Installation of a fire ladder may be sufficient for some but inadequate for others (e.g., elderly or handicapped persons).

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[1] A firewall is a partition between units (generally masonry) that will retard the spread of fire for at least two hours.

8.3 EVIDENCE OF INFESTATION

Is the unit free from rats or severe infestation by mice or vermin?

Purpose

To assure that the tenant will not be exposed to serious infestations of rats, mice or other potentially harmful vermin.

Definitions and Clarifications

Presence of rats, or severe infestation by mice or vermin (such as roaches) is evidenced by large rat holes, droppings, rat runs, numerous settings of rat poison. If the unit is occupied, ask the tenant.

For evidence of rats, check for holes in the floor (especially in back of appliances and kitchen cupboards). Look also for "runs"--signs of tracks or runways found in secluded places such as along walls, under piles of rubbish, behind or under boxes, boards or thick vegetation. For evidence of serious levels of infestation by roaches, check areas where trash cans and garbage bags are kept; usually roaches are most active in and near food sources.

Problem Solving

If continuous infestation of rodents is evident despite household remedies, it may be necessary to obtain the services of a commercial exterminator. Some municipalities have a continuing rodent (rat) eradication program. Find out if it is operating in the area--the problem may be endemic to the entire neighborhood.

8.4 GARBAGE AND DEBRIS

Is the unit free from heavy accumulation of garbage or debris inside or outside?

Purpose

To assure that the tenant is not exposed to health hazards resulting from accumulations of garbage or trash in or around the unit.

Definitions and Clarifications

"Heavy accumulation" means large piles of trash and garbage, discarded furniture, and other debris. This may occur inside the unit, in common areas, or outside. It usually means a level of accumulation beyond the capacity of an individual to pick up wi in an hour or two (see Figure 41). Rodent and insect infestation are the primary health hazards caused by such accumulations. Trash or discarded furniture, appliances or motor vehicles or their parts may also pose safety hazards to children playing in the area (see Figure 42).

For this item count only accumulated garbage or trash on the property on which the dwelling unit is located. Garbage, trash or debris located on adjacent or nearby property would be rated in Item 8.10 below, SITE AND NEIGHBORHOOD CONDITIONS.

Problem Solving

Depending upon the size or extent of the nuisance, the debris may be removed by the tenant, landlord or a rubbish contractor. The item must fail until the area has been cleaned up.

Figure 41: Here is an amount of debris that would obviously warrant a Fail rating.

Figure 42: Conditions such as this can harbor rodents. Children playing in or around this dumpster can be injured on sharp objects. This nuisance warrants a Fail rating.

8.5 REFUSE DISPOSAL

Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approvable by a local agency?

Purpose

To assure that the tenant has adequate means of storage and disposal of garbage and refuse.

Definitions and Clarifications

"Adequate covered facilities" includes: trash cans with covers, garbage chutes, "dumpsters" (i.e., large scale refuse boxes with lids), and trash bags (if approvable by local public agency).

"Approvable by local public agency" means that the local health and sanitation department (city, town, or county) approves the type of facility in use. NOTE: During the period when the PHA is setting up its inspection program, it will check with the local health and sanitation department to determine which types of facilities are acceptable and include this in the inspection requirements.

If the unit is vacant and there are no adequate covered facilities present, check Inconclusive. Contact the owner or manager for verification of facilities to be provided when the unit is occupied.

In most areas of the country it is expected that landlords will provide the refuse disposal facility in large multi-family buildings, but in smaller (one- to four-family) structures the practice varies. You will want to ascertain ahead of time whether the landlord or the tenant is expected to provide the trash or garbage containers and then make sure that they are present or will be provided. Remember to use the local public agency (health or sanitary department) guidelines or regulations for the type and number of containers needed.

Problem Solving

If adequate means of refuse disposal are not available or local public agencies do not provide guidelines, suggest to the landlord or tenant that a suitable number of covered garbage cans be purchased.

8.6 INTERIOR STAIRS AND COMMON HALLS

Are interior stairs and common halls free from safety hazards to the occupant, such as: loose, broken or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards?

Purpose

To assure that interior stairways and common hallways of the building are safe and adequately lighted so that the tenant is not exposed to safety risks.

Definitions and Clarification

This item applies to interior stairways in the unit, to common stairways and to common hallways. It does not apply to stairs in "secondary rooms not used for living" (see Item 5.4).

Dangerous conditions include: loose, broken or missing steps or handrails; an accumulation of objects on the steps; ripped, torn or frayed stair coverings such as carpets or rubber mats (see Figure ; loose or broken steps; or a large number of missing sections of vertical railing (called "balusters").

Also, a handrail is required on extended sections of stairs (i.e., generally four or more consecutive steps (see Figure 44). A railing is required on unprotected heights like stairwells.

In assessing stairway lighting, make sure that all treads and risers are illuminated. If not, check Fail.

If working conditions of lights cannot be determined because the electricity is turned off, make an assessment of the situation by looking at the number and location of hall and stairway lights, check Inconclusive, and then obtain the owner's certification that the lights will be working when the power is turned on.

Use Item 8.6 in the Checklist to record "other hazards" that might be present on stairways or in common halls (e , an electrical hazard or serious tripping hazard in a common hallwa

Problem Solving

Where substandard or dangerous conditions are encountered make a note of them and bring them to the attention of the tenant and landlord. Be specific about problems (e.g., 12 missing balusters, 3 broken treads, 5 ripped rubber tread mats, etc.).

With respect to lighting, if there are sufficient lights present but the item still fails because the bulbs are too dim or are burned out, suggest to the owner that the wattage of bulbs be increased or that burned out bulbs be replaced.

If there are no lights present, suggest that an adequate number of lights be installed in the critical locations.

Replacement of burned out light bulbs is a trivial expense. If there are no light sockets present, however, the cost of installation of one or more sockets represents moderate repair costs.

8.7 OTHER INTERIOR HAZARDS

Is the interior of the unit free from any other hazards not specifically identified previously?

Definitions and Clarifications

The types of hazards that may be present in the unit but not recorded prior to this item are: a protruding nail in a doorway; a broken bathroom fixture with a jagged edge at a level where someone could be cut; a door that might fall because it is partially broken off its hinges.

Figure 43: If this ripped carpet posed a tripping hazard to the tenants, it would have to be repaired or replaced in order for this stairway to pass.

Figure 44: A handrail would have to be installed on this stairway in order for it to pass.

8.8 ELEVATORS

Where local practice requires, do all elevators have a current inspection certificate? If local practice does not require this, check if they are operating safely. If so, check Pass.

Purpose

To assure that elevators, when present, are operating in a manner that does not pose a safety hazard to the occupant.

Definitions and Clarifications

At the time the PHA is setting up its inspection program, it will determine local licensing practices for elevators. Inspectors should then be aware of these practices in evaluating this item (e.g., check inspection date on certification record posted in elevator).

Elevator inspections by local authorities are performed in order to ascertain that elevators are in a safe operating condition under normal use. Depend on the local inspectors' certification of performance under normal circumstances. If local practice does not require regular inspections as part of local licensing, check to see that the elevator appears to be in safe, working condition. Ask the tenant.

If the unit you are inspecting contains multiple elevators, base your rating of the item on the elevator in which you are riding, unless you observe or hear complaints about another elevator in the building that is operating in an improper manner (e.g., elevator which stops between floors and doors open).

Problem Solving

If you note elevators that are apparently not operating properly or are not in compliance wi local regulations, bring this fact to the attention of the landlord.

8.9 INTERIOR AIR QUALITY

Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants?

Purpose

To assure that the occupant is not exposed to abnormally high levels of harmful gasses or other noxious pollutants.

Definitions and Clarifications

"Abnormally high" means that the levels of noxious gasses or other pollutants are consistently present in amounts that would constitute a continuing health hazard to the occupant.

Air quality can be affected by external sources such as refineries, pulp or paper plants, chemical industries, proximity to heavy traffic or proximity to truck or bus garages. It can also be affected by internal sources such as sewer or cooking gas, or fumes from improperly operating furnaces.

Problem Solving

You will probably be powerless to effect change in pollution from external sources; therefore if levels are high enough to be dangerous to the tenant, the unit should fail. However, there is usually a chance to correct internally generated air pollution. If the pollution is due to malfunctioning gas appliances (e.g., stoves, heaters, furnaces) the landlord or utility company should be notified at once and the appliance (or gas system) turned off until repairs are made.

8.10 SITE AND NEIGHBORHOOD CONDITIONS

Are the site and immediate neighborhood free from conditions which would seriously and continuously endanger the health or safety of the residents?

Purpose

To assure that the tenant is not exposed to any dangerous site or neighborhood conditions.

Definitions and Clarifications

Examples of conditions that would "seriously and continuously endanger the health or safety of the residents" are:

- other buildings on, or near the property, that pose serious hazards, (e.g., dilapidated shed or garage with potential for structural collapse);
- evidence of flooding or major drainage problems;
- proximity to open sewage;
- fire hazards;
- abnormal air pollution or smoke which continues throughout the year;
- continuous or excessive vibration of vehicular traffic. If the unit is occupied, ask the tenant.

Examples of marginally acceptable conditions that would pass but should be noted on the form are:

- unimproved space such as a nearby vacant lot with trash;
- large bare patches on the grounds around the building;
- evidence of general lack of maintenance (some litter, lawn in need of care).

In making judgments about the site and immediate neighborhood conditions, take into consideration the composition of the family. If many small children are present, many of the above listed conditions would surely constitute a reason to fail the unit. If older children or elderly adults comprise the family, many of these conditions would not necessarily present a danger.

A good rule of thumb in making judgments on this item is to follow local practice. If unassisted families in market rate housing are living in the area under consideration (e.g., near the flight path for an airport), the condition is probably passable.

Problem Solving

You probably will not be able to effect change on conditions that are beyond the boundary of this landlord's property, but if there are problems on the landlord's property you can make suggestions to the tenant and landlord about correcting them. Such suggestions might be: the razing of a dilapidated outbuilding or fencing an unprotected height, watercourse or railroad right of way.

Figure 45: If this vacant and vandalized building were immediately adjacent to the property being inspected, it could represent a hazard for the Section 8 family.

Figure 46: The proximity of this elevated highway could produce excessive vibration for any occupants of this house.

8.11 LEAD PAINT--OWNER CERTIFICATION

If the owner of the unit is required to treat or cover any interior or exterior surfaces, the PHA must obtain certification that the work has been done in accordance with the requirements prior to the execution or renewal of any HAP contract. No reinspection is necessary if this certificate is obtained.

Purpose

To assure that any unit treated for lead paint on the interior or exterior surfaces is now in compliance with HUD regulations and to obtain the owners certification that this treatment was properly performed.

Definitions and Clarifications

Suggested wording of this certification is given below.

The Certificate

The undersigned hereby certifies that the property located at

_____

(property address)

has had applicable surfaces treated or covered as required.

_____ _____

Owner's Signature (Type or Print Name)

_____

(Date)

APPENDIX B: Sample Completed Inspection Form

SAMPLE COMPLETED INSPECTION

This Appendix presents a floor plan of a typical two-bedroom house and an accompanying model Checklist filled out in the way it should be were an actual inspection conducted.

In the diagram of the floor plan, the circled numbers represent the parts of the Checklist that were used for each room. Although most of the rooms correspond directly with Checklist items, there are several areas that warrant additional explanation.

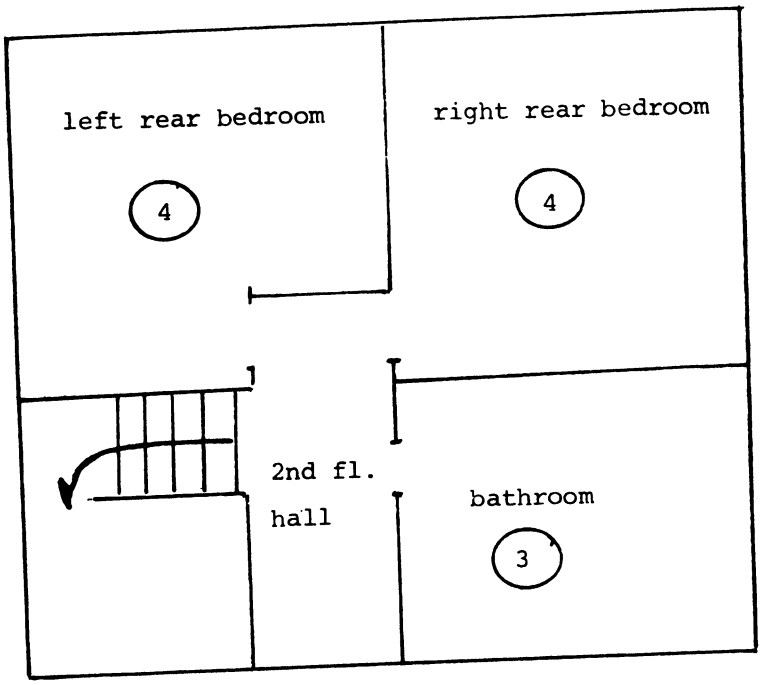
Halls and Stairway: In the diagram, the entrace area, stairway leading to the second floor, and the hallway on the second floor can all be rated on a single Part 4 of the Checklist. These areas should be thought of as being contiguous, or part of the same space that connects rooms. To save time in performing this inspection, it is sufficient to treat all of these areas together. In some cases it might be appropriate to fill out several Part 4 sections to cover the halls and stairs. For example, if the second floor hall in this diagram were longer, connecting more rooms, it might have been preferable to fill out one Part 4 on the entrance and stairway and a second Part 4 on the upstairs hall. In general, the objective is for the inspector to be able to define conditions accurately, by area of the house, in a manner that makes it possible to later communicate the conditions from the Checklist record to the tenant and owner. On the other hand, inspectors have time constraints for completing their work, therefore, the inspector must use his or her own judgment. In the floor plan used as an example here, a reasonable approach would be to use a single Part 4 for these hall and stairway areas as explained.

Bedrooms and Dining Room: A separate Part 4 must be filled out for each of the two bedrooms in the diagram and one for the dining room.

Secondary Rooms Not Used For Living: Let us assume that in the diagram the closed-in porch and partial basement below it (the house is built on a grade) are not frequently entered and therefore are outside of the

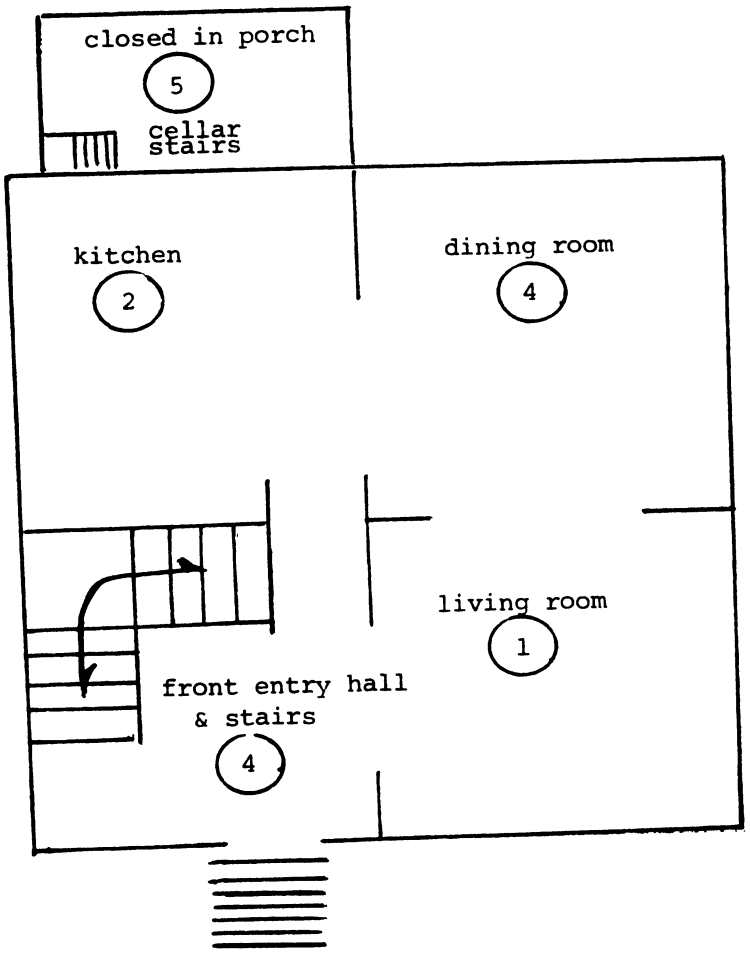
main "living area." They meet the criteria for "secondary rooms not used for living" and therefore should be rated on Part 5 of the Checklist. Since any areas outside of the main living areas are of secondary importance in this inspection, less detailed information is requested about them. It is sufficient to combine all secondary rooms into a single Part 5 inspection. The items to be rated in these areas are also less detailed and numerous than those for rooms in the living areas. They are limited to items that represent a "potential hazard" to the occupant if he or she enters the area (e.g., holes in the floor or broken steps on a stair) or could jeopardize the safety of the rest of the unit (e.g., electrical hazards or unlockable doors).

In assessing whether to fail a condition in one of these secondary areas of the house it is essential to use good judgment. Take into consideration factors such as frequency of use and the means by which the area is separated or closed off from the living areas. For example, in the diagram assume that the stairs leading from the porch to the basement below have a missing railing. If the stairs were in the living area it would fail. In a secondary room however, the inspector would need to consider whether the occupants (let us assume they are an elderly couple) would use the stair to go to the basement and how frequently it would be used. If the partial basement was closed off by a door and almost never used (e.g., except by the utility company to occasionally check the gas meter), the condition would probably <u>not</u> fail. On the other hand, if a washer and dryer were located in the basement area and the basement received frequent use, this would be grounds for failure as the missing railing is a potential hazard to the occupant. (See the instructions in this Manual for filling out Part 5 of the Checklist.)



SECOND FLOOR

NOTE: Circled numbers indicate appropriate Checklist part for room



FIRST FLOOR

FLOOR PLAN OF TYPICAL 2 BEDROOM HOUSE

Inspection Form

Section 8
Existing Housing Program

U.S. Department of Housing and Urban Development

OMB. No. 2502-0185 (exp. 11/30/85)

PHA WATERTOWN
Inspector SMITH, R
Neighborhood/Census Tract N. END
Project #

Tenant ID# 326
Date Last Inspection —
Type of Inspection: INIT: ☒ SPEC. ☐ REINSP. ☐

Date of Request 5/25
Date of Inspection 5/28

A. GENERAL INFORMATION

Address of Inspected Unit: Street: 25 MAPLE ST
City: WATRTOWN County: _____ State: MA. Zip: 02178
Name of Family MARGARET BROWN

Current Address of Family: Street: 193 MAIN ST
City: SAME County: _____ State: SAME Zip: _____
Current Telephone of Family 492-8639
Name of Owner or Agent Authorized to Lease Unit Inspected JOHN MERCER

Address of Owner or Agent 1043 TAYLOR ST

Telephone of Owner or Agent 489-2711

HOUSING TYPE (Check as appropriate)

- ___ Mobile Home
- ___ Single Family Detached
- ✓ Duplex or Two Family
- ___ Row House or Town House
- ___ Low Rise: 3, 4 stories, Including Garden Apartment
- ___ High Rise: 5 or more stories
- ___ Congregate
- ___ Cooperative
- ___ Independent Group Residence
- ___ Other

B. SUMMARY DECISION ON UNIT (TO BE COMPLETED AFTER FORM HAS BEEN FILLED OUT)

Section 8 Housing Quality Standard

Decision on unit — **Review the checklist as follows:**

___ Fail
1. If there are any checks under the column headed "Fail" the *unit* fails the Section 8 minimum housing standard. Discuss with the landlord the repairs noted that would be necessary to bring the unit up to the standard.

___ Inconclusive
2. If there are no checks under the column headed "Fail" and there are checks under the column headed "Inconclusive," obtain additional information necessary for a decision (question landlord or tenant as indicated in the item instructions given in this checklist). Once additional information is obtained, change rating for item and record date of verification to the far right of the form.

___ Pass
3. If neither (1) nor (2) above is checked, the unit passes the Section 8 minimum standards. Any additional conditions described in the right hand column of the form should serve to (a) establish the precondition of the unit, (b) indicate possible additional areas to negotiate with the landlord, (c) aid in assessing the reasonableness of the rent of the unit, and (d) aid the tenant in deciding among possible units to be rented. The tenant is responsible for deciding whether he or she finds these conditions acceptable.

Section 8 Occupancy Standard

2

1. Count the number of rooms used for sleeping that were identified on the checklist or potentially to be used for sleeping if unit is vacant. Record on the line provided.

C. HOW TO FILL OUT THE CHECKLIST

- Complete the checklist on the *unit* to be occupied (or currently occupied) by the tenant
- Proceed through the inspection as follows:

Area	Checklist Category
• room by room	1. Living Room, 2. Kitchen, 3. Bathroom, 4. All Other Rooms Used for Living, 5. All Secondary Rooms Not Used for Living
• basement or utility room	6. Heating and Plumbing
• outside	7. Building Exterior
• overall	8. General Health and Safety

- Each part of the checklist will be accompanied by an explanation of the item to be inspected.
- **Important:** For each item numbered on the checklist, check *one* box only (e.g., check one box only for item 1.4 "Security," in the Living Room.)
- In the space to the right of the description of the item, if the decision on the item is: "Fail" write what repairs are necessary; If "Inconclusive" write in details.
- Also, if "Pass" but there are some conditions present that need to be brought to the attention of the owner or the tenant, write these in the space to the right.

  If it is an annual inspection, record to the right of the form any repairs made since the last inspection. If possible, record reason for repair (e.g., ordinary maintenance, tenant damage).
- If it is a complaint inspection, fill out only those checklist items for which complaint is lodged. Determine, if possible, tenant or owner cause.
- Once the checklist has been completed return to Part B (Summary Decision on the Unit).

1. LIVING ROOM

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
1.1	**LIVING ROOM PRESENT** Is there a living room?	☑	☐	☐		
1.2	**ELECTRICITY** Are there at least two working outlets or one working outlet and one working light fixture?	☑	☐	☐		
1.3	**ELECTRICAL HAZARDS** Is the room free from electrical hazards?	☑	☐	☐		
1.4	**SECURITY** Are all windows and doors that are accessible from the outside lockable?	☐	☑	☐	WINDOW LOCK MISSING INSTALL NEW LOCK	
1.5	**WINDOW CONDITION** Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?	☑	☐	☐		
1.6	**CEILING CONDITION** Is the ceiling sound and free from hazardous defects?	☑	☐	☐	OLD HAIRLINE CRACKS PRESENT	
1.7	**WALL CONDITION** Are the walls sound and free from hazardous defects?	☑	☐	☐	MARKS ON PAINTED SURFACES	
1.8	**FLOOR CONDITION** Is the floor sound and free from hazardous defects?	☑	☐	☐	WOOD FLOOR SCUFFED BY FRONT DOOR	
1.9	**LEAD PAINT** Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	☑	☐	☐		

Notes: (Give Item #)

2. KITCHEN

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
2.1	**KITCHEN AREA PRESENT** Is there a kitchen?	☑	☐			
2.2	**ELECTRICITY** Is there at least *one* working electric outlet and *one* working, permanently installed light fixture?	☑	☐	☐		
2.3	**ELECTRICAL HAZARDS** Is the kitchen free from electrical hazards?	☑	☐	☐		
2.4	**SECURITY** Are *all* windows and doors that are accessible from the outside lockable?	☑	☐			
2.5	**WINDOW CONDITION** Are all windows free of signs of deterioration or missing or broken out panes?	☑	☐			
2.6	**CEILING CONDITION** Is the ceiling sound and free from hazardous defects?	☑	☐		SEVERAL SMALL GOUGES IN CEILING PANELS	
2.7	**WALL CONDITION** Are the walls sound and free from hazardous defects?	☑	☐		FEW SHEETROCK, NOT TAPED	
2.8	**FLOOR CONDITION** Is the floor sound and free from hazardous defects?	☑	☐		SLOPED	
2.9	**LEAD PAINT** Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	☑	☐			
2.10	**STOVE OR RANGE WITH OVEN** Is there a working oven, and a stove (or range) with top burners that work?	☑	☐	☐		
2.11	**REFRIGERATOR** Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?	☑	☐	☐		
2.12	**SINK** Is there a kitchen sink that works with hot and cold running water?	☑	☐	☐		
2.13	**SPACE FOR STORAGE AND PREPARATION OF FOOD** Is there a space to store and prepare food?	☑	☐			

3. BATHROOM

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
3.1	**BATHROOM PRESENT (see description)** Is there a bathroom?	☑	☐	☐		
3.2	**ELECTRICITY** Is there at least one permanently installed light fixture?	☑	☐	☐		
3.3	**ELECTRICAL HAZARDS** Is the bathroom free from electrical hazards?	☑	☐	☐		
3.4	**SECURITY** Are *all* windows and doors that are accessible from the outside lockable?	☑	☐			
3.5	**WINDOW CONDITION** Are all windows free of signs of deterioration or missing or broken out panes?	☑	☐		SMALL CRACK (2") IN WINDOW GLASS	
3.6	**CEILING CONDITION** Is the ceiling sound and free from hazardous defects?	☑	☐			
3.7	**WALL CONDITION** Are the walls sound and free from hazardous defects?	☑	☐		CRACKED PLASTER OVER TILE AREA IN TUB	
3.8	**FLOOR CONDITION** Is the floor sound and free from hazardous defects?	☑	☐			
3.9	**LEAD PAINT** Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	☑	☐			
3.10	**FLUSH TOILET IN ENCLOSED ROOM IN UNIT** Is there a working toilet in the unit for exclusive private use of the tenant?	☑	☐	☐		
3.11	**FIXED WASH BASIN OR LAVATORY IN UNIT** Is there a working, permanently installed wash basin with hot and cold running water in the unit?	☑	☐	☐		
3.12	**TUB OR SHOWER IN UNIT** Is there a working tub or shower with hot and cold running water in the unit?	☑	☐	☐	CHIPPED PORCELAIN ON EDGE OF TUB	
3.13	**VENTILATION** Are there openable windows or a working vent system?	☑	☐	☐		

4. OTHER ROOMS USED FOR LIVING AND HALLS

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
4.1	**ROOM CODE AND ROOM LOCATION:** [1] right/left R; front/rear REAR; floor level 2	ROOM CODES: 1 = Bedroom or any other room used for sleeping (regardless of type of room); 2 = Dining Room, or Dining Area; 3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other				
4.2	**ELECTRICITY/ILLUMINATION** IF Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code not = 1, is there a means of illumination?	☑	☐	☐		
4.3	**ELECTRICAL HAZARDS** Is the room free from electrical hazards?	☑	☐	☐		
4.4	**SECURITY** Are *all* windows and doors that are accessible from the outside lockable?	☑	☐			
4.5	**WINDOW CONDITION** If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?	☑	☐		1 BROKEN SASH CORD	
4.6	**CEILING CONDITION** Is the ceiling sound and free from hazardous defects?	☑	☐			
4.7	**WALL CONDITION** Are the walls sound and free from hazardous defects?	☑	☐			
4.8	**FLOOR CONDITION** Is the floor sound and free from hazardous defects?	☑	☐			
4.9	**LEAD PAINT** Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	☑	☐			

Notes: (Give item #)

SUPPLEMENT FOR:

4. OTHER ROOMS USED FOR LIVING AND HALLS

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
4.1	**ROOM CODE AND ROOM LOCATION:** [1] right/left LEFT front/rear REAR floor level 2				ROOM CODES 1 = Bedroom or any other room used for sleeping (regardless of type of room) 2 = Dining Room, or Dining Area 3 = Second Living Room, Family Room, Den, Playroom, TV Room 4 = Entrance Halls, Corridors, Halls, Staircases 5 = Additional Bathroom 6 = Other	
4.2	**ELECTRICITY/ILLUMINATION** If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code not = 1, is there a means of illumination?		✓		ONLY 1 OUTLET WORKING NO LIGHT FIXTURE	
4.3	**ELECTRICAL HAZARDS** Is the room free from electrical hazards?	✓				
4.4	**SECURITY** Are *all* windows and doors that are accessible from the outside lockable?	✓			SOME CRACKED PANES	
4.5	**WINDOW CONDITION** If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?	✓				
4.6	**CEILING CONDITION** Is the ceiling sound and free from hazardous defects?	✓				
4.7	**WALL CONDITION** Are the walls sound and free from hazardous defects?	✓				
4.8	**FLOOR CONDITION** Is the floor sound and free from hazardous defects?	✓				
4.9	**LEAD PAINT** Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	✓				

Notes: (Give Item #)

SUPPLEMENT FOR:

4. OTHER ROOMS USED FOR LIVING AND HALLS

For each item numbered, check one box only.

ITEM# DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
4.1 ROOM CODE AND ROOM LOCATION: [2] right/left RIGHT front/rear REAR floor level 1	ROOM CODES: 1 = Bedroom or any other room used for sleeping (regardless of type of room); 2 = Dining Room, or Dining Area; 3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other				
4.2 ELECTRICITY/ILLUMINATION If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code not = 1, is there a means of illumination?	☑	☐	☐		
4.3 ELECTRICAL HAZARDS Is the room free from electrical hazards?	☑	☐	☐		
4.4 SECURITY Are *all* windows and doors that are accessible from the outside lockable?	☑	☐			
4.5 WINDOW CONDITION If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?	☑	☐			
4.6 CEILING CONDITION Is the ceiling sound and free from hazardous defects?	☑	☐			
4.7 WALL CONDITION Are the walls sound and free from hazardous defects?	☑	☐			
4.8 FLOOR CONDITION Is the floor sound and free from hazardous defects?	☑	☐			
4.9 LEAD PAINT Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	☑	☐			

Notes: (Give Item #)

SUPPLEMENT FOR:

4. OTHER ROOMS USED FOR LIVING AND HALLS

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
4.1	**ROOM CODE AND ROOM LOCATION:** [4] right/left CENTER front/rear FRONT + REAR floor level 1 & 2	ROOM CODES: 1 = Bedroom or any other room used for sleeping (regardless of type of room); 2 = Dining Room, or Dining Area; 3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other				
4.2	**ELECTRICITY/ILLUMINATION** If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code not = 1, is there a means of illumination?	☑	☐	☐		
4.3	**ELECTRICAL HAZARDS** Is the room free from electrical hazards?	☑	☐	☐		
4.4	**SECURITY** Are *all* windows and doors that are accessible from the outside lockable?	☑	☐		SUGGEST STURDIER LOCK FOR THIS NEIGHBORHOOD	
4.5	**WINDOW CONDITION** If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?	☐	☑		PANE BROKEN OUT AIR + WATER GET IN	
4.6	**CEILING CONDITION** Is the ceiling sound and free from hazardous defects?	☑	☐			
4.7	**WALL CONDITION** Are the walls sound and free from hazardous defects?	☑	☐			
4.8	**FLOOR CONDITION** Is the floor sound and free from hazardous defects?	☑	☐			
4.9	**LEAD PAINT** Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	☑	☐			

Notes: (Give Item #)

SUPPLEMENT FOR:

4. OTHER ROOMS USED FOR LIVING AND HALLS

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
4.1	**ROOM CODE AND ROOM LOCATION:** ☐ right/left _____ front/rear _____ floor level _____	ROOM CODES 1 = Bedroom or any other room used for sleeping (regardless of type of room) 2 = Dining Room, or Dining Area 3 = Second Living Room, Family Room, Den, Playroom, TV Room 4 = Entrance Halls, Corridors, Halls, Staircases 5 = Additional Bathroom 6 = Other				
4.2	**ELECTRICITY/ILLUMINATION** If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code not = 1, is there a means of illumination?	☐	☐	☐		
4.3	**ELECTRICAL HAZARDS** Is the room free from electrical hazards?	☐	☐	☐		
4.4	**SECURITY** Are *all* windows and doors that are accessible from the outside lockable?	☐	☐			
4.5	**WINDOW CONDITION** If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?	☐	☐			
4.6	**CEILING CONDITION** Is the ceiling sound and free from hazardous defects?	☐	☐			
4.7	**WALL CONDITION** Are the walls sound and free from hazardous defects?	☐	☐			
4.8	**FLOOR CONDITION** Is the floor sound and free from hazardous defects?	☐	☐			
4.9	**LEAD PAINT** Are all interior surfaces either *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated and covered* to prevent exposure of the occupants to lead-based paint hazards?	☐	☐			

Notes: (Give Item #)

5. ALL SECONDARY ROOMS (Rooms not used for living) For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
5.1	NONE ☐ GO TO PART 6					
5.2	**SECURITY** Are *all* windows and doors that are accessible from the outside lockable in each room?	☑				
5.3	**ELECTRICAL HAZARDS** Are all these rooms free from electrical hazards?	☑				
5.4	**OTHER POTENTIALLY HAZARDOUS FEATURES IN ANY OF THESE ROOMS** Are all of these rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature," explain hazard and means of control of interior access to room.	☑			NO RAILING ON STAIRS TO BASEMENT	
6.	**BUILDING EXTERIOR**					
6.1	**CONDITION OF FOUNDATION** Is the foundation sound and free from hazards?	☑				
6.2	**CONDITION OF STAIRS, RAILS, AND PORCHES** Are all the exterior stairs, rails and porches sound and free from hazards?		☑		HANDRAIL MISSING AT FRONT STEPS	
6.3	**CONDITION OF ROOF AND GUTTERS** Are the roof, gutters and downspouts sound and free from hazards?	☑				
6.4	**CONDITION OF EXTERIOR SURFACES** Are exterior surfaces sound and free from hazards?	☑				
6.5	**CONDITION OF CHIMNEY** Is the chimney sound and free from hazards?	☑				
6.6	**LEAD PAINT: EXTERIOR SURFACES** Are all exterior surfaces which are accessible to children under seven years of age *free* of cracking, scaling, peeling, chipping, and loose paint or *adequately treated or covered* to prevent exposure of such children to lead-based paint hazards?	☑				
6.7	**MOBILE HOMES: TIE DOWNS** If the unit is a mobile home, is it properly placed and tied down? If not a mobile home, check "Not Applicable."				☑ Not Applicable	
6.8	**MOBILE HOMES: SMOKE DETECTORS** If unit is a mobile home, does it have at least one smoke detector in working condition? If not a mobile home, check "Not Applicable."				☑ Not Applicable	

7. HEATING AND PLUMBING

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
7.1	**ADEQUACY OF HEATING EQUIPMENT** Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?	✓				
7.2	**SAFETY OF HEATING EQUIPMENT** Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions?	✓				
7.3	**VENTILATION AND ADEQUACY OF COOLING** Does this unit have adequate ventilation and cooling by means of operable windows or a working cooling system?	✓				
7.4	**HOT WATER HEATER** Is hot water heater located, equipped, and installed in a safe manner?			✓	NOT ACCESSIBLE (LOCKED AREA) CHECK W/ OWNER	5/29 R.S. OK
7.5	**WATER SUPPLY** Is the unit served by an approvable public or private sanitary water supply?	✓				
7.6	**PLUMBING** Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?	✓				
7.7	**SEWER CONNECTION** Is plumbing connected to an approvable public or private disposal system, and is it free from sewer back-up?	✓				

Notes: (Give item #)

8. GENERAL HEALTH AND SAFETY

For each item numbered, check one box only.

ITEM#	DESCRIPTION	DECISION: Yes, PASS	DECISION: No, FAIL	DECISION: INCONCLUSIVE	If FAIL, what repairs necessary? If INCONCLUSIVE, give details. If PASS with comments, give details.	If FAIL or INCONCLUSIVE, date of final approval.
8.1	**ACCESS TO UNIT** Can the unit be entered without having to go through another unit?	☑	☐	☐		
8.2	**EXITS** Is there an acceptable fire exit from this building that is not blocked?	☑	☐	☐		
8.3	**EVIDENCE OF INFESTATION** Is the unit free from rats or severe infestation by mice or vermin?	☑	☐	☐		
8.4	**GARBAGE AND DEBRIS** Is the unit free from heavy accumulation of garbage or debris inside or outside?	☑	☐	☐	SOME LITTER IN REAR YARD	
8.5	**REFUSE DISPOSAL** Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approvable by a local agency?	☑	☐	☐		
8.6	**INTERIOR STAIRS & COMMON HALLS** Are interior stairs and common halls free from hazards to the occupant because of loose, broken or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards?	☑	☐	☐		
8.7	**OTHER INTERIOR HAZARDS** Is the interior of the unit free from any other hazards not specifically identified previously?	☑	☐	☐		
8.8	**ELEVATORS** Where local practice requires, do all elevators have a current inspection certificate? If local practice does not require this, are they working and safe?	☐	☐	☐	☑ Not Applicable	
8.9	**INTERIOR AIR QUALITY** Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants?	☑	☐	☐		
8.10	**SITE AND NEIGHBORHOOD CONDITIONS** Are the site and immediate neighborhood free from conditions which would seriously and continuously endanger the health or safety of the residents?	☑	☐	☐		
8.11	**LEAD PAINT: OWNER CERTIFICATION** If the owner of the unit is required to treat or cover any interior or exterior surfaces, has the certification of compliance been obtained. If owner was not required to treat surfaces, check "Not Applicable."	☐	☐	☐	☑ Not Applicable	

(Optional)
INSPECTION SUMMARY

Provide a summary description of each item which resulted in a rating of FAIL or PASSED WITH COMMENTS.

Tenant ID # 326 Date of Inspection: 5/28/80
Inspector BONNIE SMITH
Type of Inspection INIT: ☑ SPEC. ☐ REINSP. ☐
Address of Inspected Unit: 25 MAPLE ST

Item #	Reason for "Fail" Rating or Comments
1.4 FAIL	WINDOW LOCK MISSING IN LIVINGROOM
4.2	ONLY 1 OUTLET WORKS IN LEFT REAR BEDROOM
4.5	FRONT HALL - WINDOW PANE BROKEN OUT
6.2	HAND RAIL MISSING - FRONT STEPS
CHECK W/OWNER 7.4	COULD NOT ACCESS HOT WATER HEATER
COMMENTS	
1.6	HAIRLINE CRACKS IN LIVINGROOM CEILING
1.7	MARKS ON WOODWORK
1.8	WOOD FLOOR SCUFFED BY FRONT DOORWAY
2.6	SMALL GOUGES IN KITCHEN CEILING TILES
2.7	NEW SHEETROCK WALLS NOT TAPED
2.8	KITCHEN FLOOR SLOPES
3.5	BATH - 2" CRACK IN WINDOW
3.7	CRACKED PLASTER OVER TILE IN TUB ENCLOSURE
3.12	CHIPPED PORCELAIN ON EDGE OF TUB
4.5	R.R. BEDROOM - 1 BROKEN SASH CORD
4.5	L.R. " - CRACKED PANES
4.4	FRONT DOOR - STURDIER LOCK SUG. FOR THIS NB'HD.
5.4	NO RAILING ON STAIRS TO BASEMENT
8.4	LITTER IN REAR YARD FROM PRIOR TENANT

APPENDIX D: Technical Section

Appendix D — Diagrams 1, 6 & 7 are found in

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This Appendix has been provided as general background for less experienced inspectors. It is a brief review of the basic elements included in the following:

- Electrical System
- Door Locks
- Windows and Window Locks
- Wall and Ceiling Construction
- Floor Construction
- Drain Pipe Traps
- Home Heating Systems

The material covered in each discussion focuses on those aspects of the item that the inspector needs to be concerned with in filling out the HUD inspection Checklist. The basic concepts described (and terms used) should help the inspector in evaluating and understanding the conditions present in the unit and should help the inspector to communicate information to tenants and owners. More detailed explanations of these and other aspects of dwelling units can be found in the publications listed in the bibliography in Appendix C.

Electrical System: An outlet, such as the one pictured at the bottom of Diagram 1, has the following component parts: First, there is a cover plate, which covers the receptable, box, and wires, and protects the user from electrical shock. Every outlet must have a cover plate that fully covers these parts. An uncovered outlet is a safety hazard.

The second part of an outlet is the receptacle, or the part into which lamps or appliances are plugged. A receptacle is hazardous if it is cracked or chipped in such a way that electrically live parts are exposed to the user.

The third part of an outlet is the electrical box that contains the receptacle. This box must be firmly screwed or nailed down. A loose protruding box is a hazard.

The fourth and final part of an outlet is the wiring, which is shown in the diagram connected to the receptable by screw terminals on the side, running within protective tubing to a switch, then to a ceiling fixture. More information about various types of wire and their hazards is presented below.

Also note that switches (like the one shown at the left of the diagram), and ceiling fixtures, (like the one at the top of the diagram) are installed in much the same way as outlets are. If switches or fixtures are seriously cracked, improperly secured, or lack covers, they too are hazardous. For example, if the ceiling fixture were not screwed into its box but were hanging free with the wires attached only by wire nuts (as shown in the diagram), this would be a hazard.

You are likely to encounter several kinds of approved or nonhzardous wires in the units you inspect. Plastic insulated wire known under the trade name of "Romex" is commonly used in newer installations. Most of the time, these wires will be concealed in the walls, ceilings, or floors. Sometimes, however, they will run along the wall or ceiling surface. If they are properly secured and not susceptible to accidental damage, "surface mounting" of Romex wire is acceptable and does not constitute a hazard. However, if it is "surface mounted" in a location where it would be susceptible to damage (e.g., on or near a stair tread) it could cause a short circuit and possible fire. Improper surface mounting of Romex should be considered an electrical hazard and would fail the inspection.

With "BX cable" or "armored cable," the wires are enclosed in a spiral-wound metal case. BX cable is generally found in older installations. Because of the metal sheathing, surface mounting is acceptable regardless of location. Wire may also be run in a conduit tube; this type of wiring is often called EMT. You cannot see the actual wires, which are inside the tube. Again, surface mounting is acceptable regardless of location.

Another approved type of surface wiring is called "Wiremold," or "Electramold." It is very much like conduit, only the tubing is square in cross section. Wiremold boxes are approved for mounting on the surface of walls and ceilings.

The final type of wiring is called "knob and tube." This type of wiring is now out of date and is no longer approved for installation in new units, but may exist with approval in older units. Knob and tube wiring consists of individual strands of wire mounted at many points on small porcelain knobs and runs from joist to joist. At each joist there is a small porcelain tube through which the wire passes. Since the individual wires in a knob and tube system are thinly insulated, you should check carefully for fraying or bare spots which would cause a fire hazard.

Finally, there are several types of wire which you may encounter that are not part of the unit's permanent electrical wiring system.

- Lamp cord: This type of wiring is the common lightweight wire that is used for appliances. It is not heavy enough gauge to be used as part of the permanent wiring system of the unit. For example, it should never be used to connect outlets, fixtures or switches included in the permanent electrical system. If it is used in this way it is an electrical hazard.
- Bell wire: This is wire used to carry low voltage current to the doorbell. It is generally very thin compared to any of the types of wire described above. You do not need to include this in your inspection.
- Telephone wire: This also carries very low voltage electric current. You do not need to include this in your inspection.

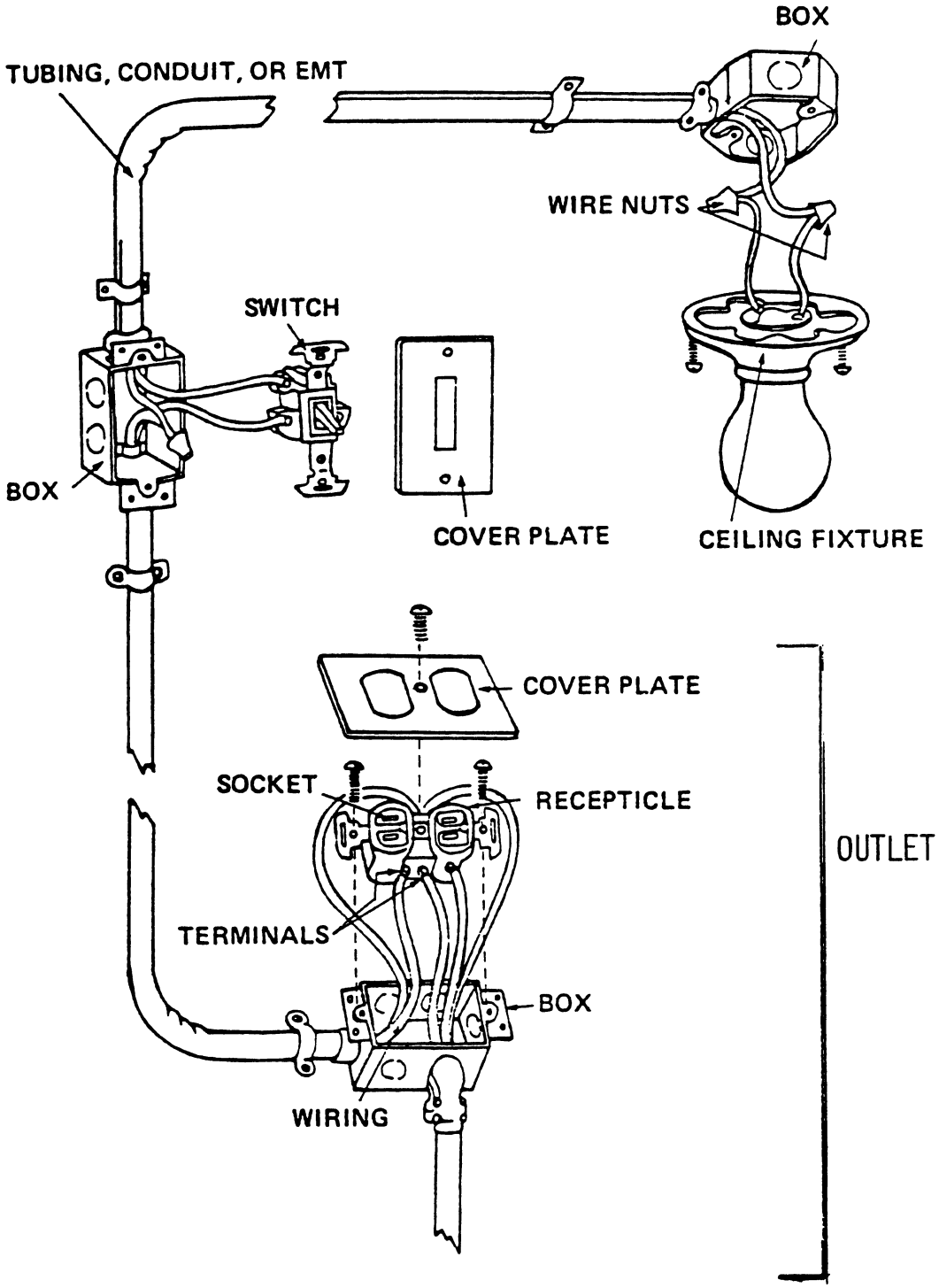

DIAGRAM 1: BASICS OF ELECTRICAL WIRING

Door Locks:

Although many different types of door locks are acceptable, the lock must be firmly and properly installed if it is to pass your inspection. To be secure, the striker plate (into which the bolt is inserted), must be firmly screwed into the door frame, as shown in Diagram 2. If the striker plate is mounted only on the door trim, it could be dislodged by a sharp blow. The locking mechanism must also be firmly secured to the door itself.

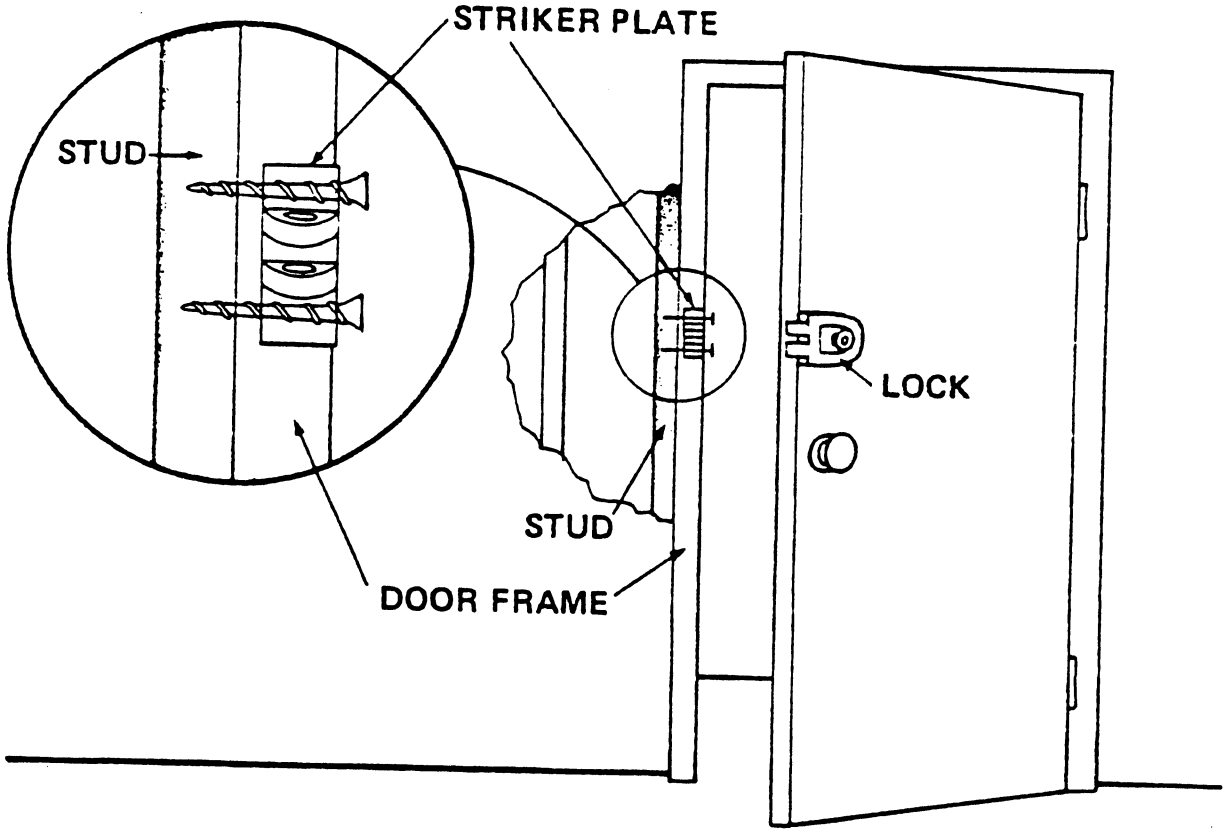

DIAGRAM 2: DOOR LOCK AND STRIKER PLATE

Windows and Window Locks:

Double hung windows, as shown in the top part of Diagram 3, are very common. The parts of the window that can be raised or lowered are called sashes. Both the upper and lower sash are mounted within the window frame. A double hung window lock is usually installed on the top and bottom meeting rails of the two sashes, as shown in detail in the circle at the top of the diagram. When both halves of the lock are properly joined, the window is secure.

A second type of window, shown in the lower-left portion of the diagram, is called a casement window. This kind of window opens by pivoting outward or upward, and usually has a metal frame. The locking device for a casement window is usually located in the crank that operates it or on the metal frame.

A third common type of window is the sliding type, shown in the lower right-hand portion of the diagram. Locks for this type of window are usually found on the handle of the window. Security bars, as shown, may also be used to lock sliding windows.

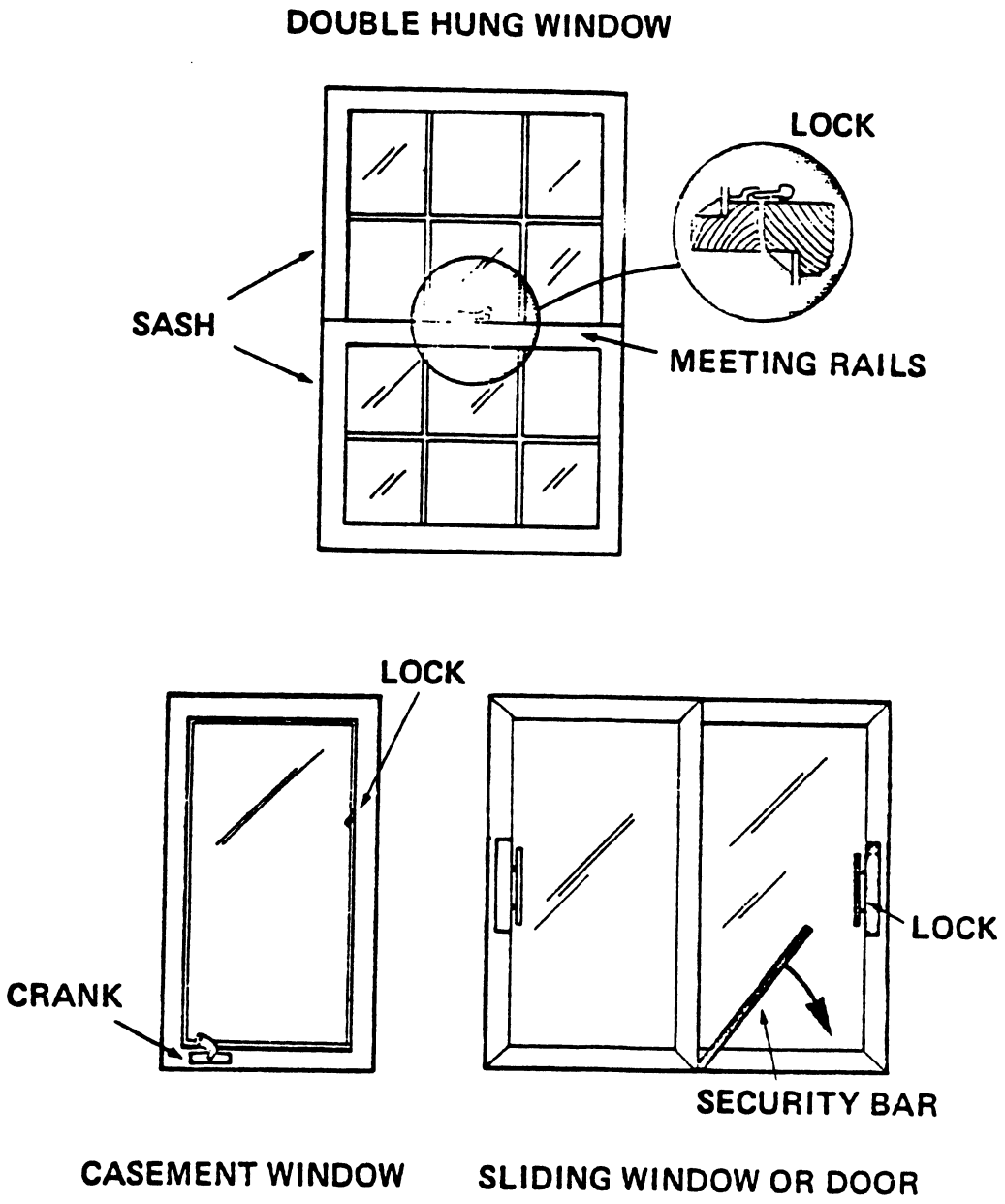

DIAGRAM 3: WINDOWS AND WINDOW LOCKS

Wall and Ceiling Construction:

Although this discussion focuses on wall construction, the same basic elements are found in ceiling construction.

In a wood-framed wall, vertical members are called studs. In one kind of construction (shown on the left side of Diagram 4), wood strips, called lath, are nailed to the studs. A base coat of plaster goes on top of the lath. The plaster is forced through the spaces between the laths so that when it hardens it forms little keys, which hold the plaster up tightly. Finally, one or more finish coats, or skim coats, of plaster are applied on top of the base coat. Similar procedures are used in constructing ceilings.

Moderate damage to walls and ceilings can result if the finish or base coats of plaster are damaged. If, however, the plaster becomes unkeyed, or separates from the lath, then the plaster surface can collapse.

Another type of construction, shown in the center of the diagram, uses a material called sheetrock or wallboard for walls or ceilings. This is nailed up to studs or ceiling joists and then painted or plastered lightly.

Wood paneling, shown in the right-hand portion of the diagram, can also be used as a wall surface.

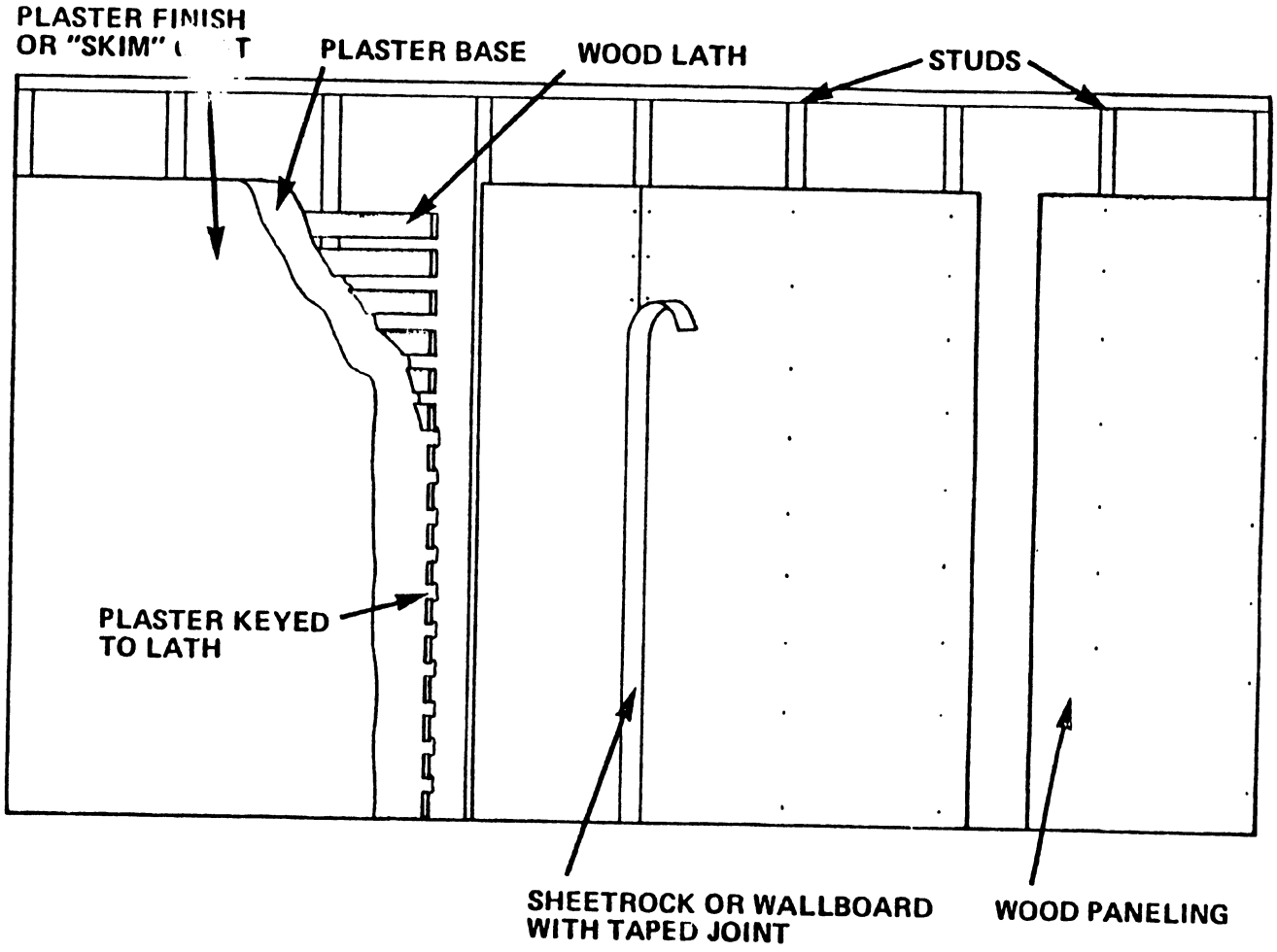

DIAGRAM 4: BASICS OF WALL AND CEILING CONSTRUCTION

Floor Construction:

The first step in constructing a floor is usually to lay the large supporting beams, called joists, on top of a foundation. For the ground floor of a structure, this foundation may be a masonry wall, as shown in Diagram 5. Girders made up of large beams or several boards laid side by side, may also be used to support the joists at other points under the floor.

On top of the joists goes the subflooring. Then, on top of the subflooring, goes the finished flooring. This is usually made of boards which interlock together. Various floor coverings, such as linoleum, tile, or carpeting, can then be laid down over the finished flooring. Some units do not have finished flooring, but have floor coverings laid down directly on top of the subfloor.

The kinds of unsound conditions to look for are holes which penetrate both the finished floor and the subflooring, or weaknesses in the joists that make the floor seriously "shaky" and unstable.

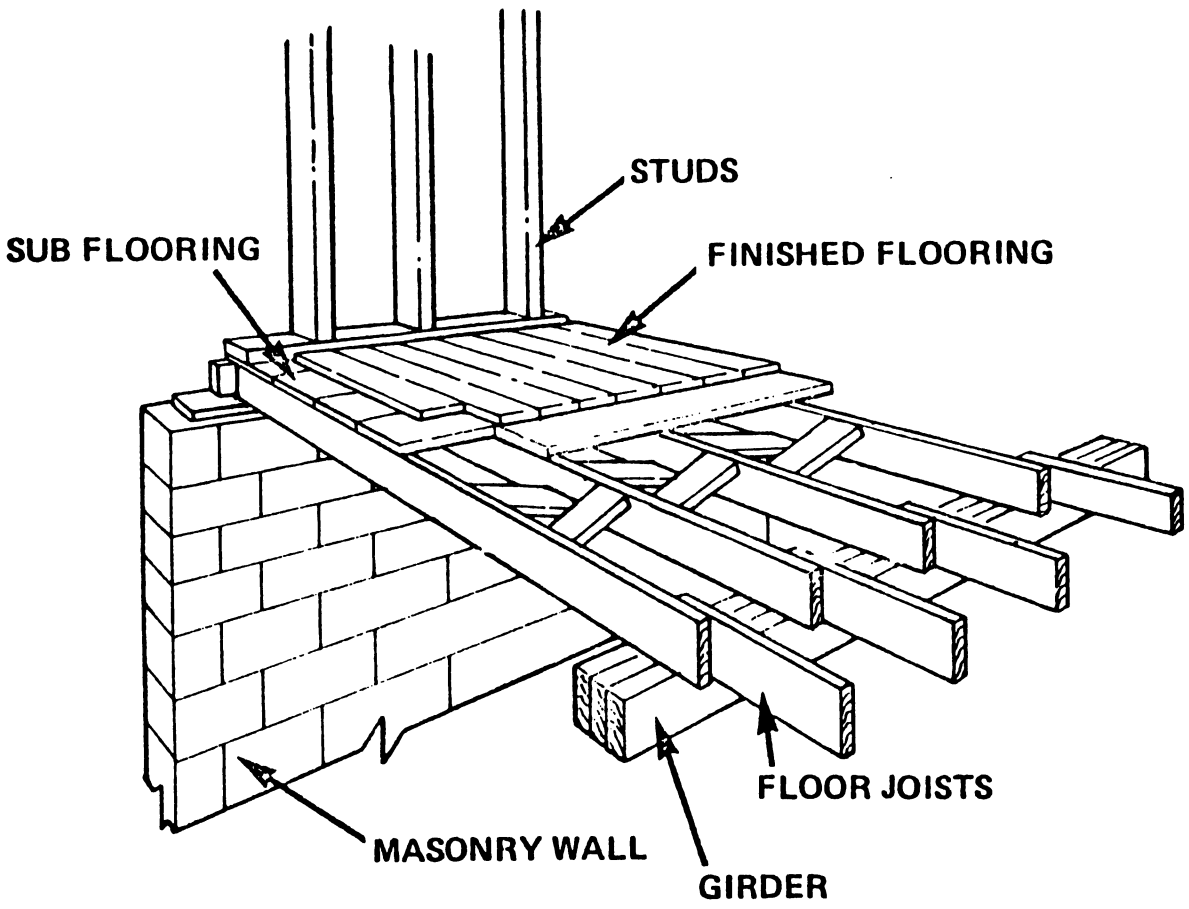

DIAGRAM 5: BASICS OF FLOOR CONSTRUCTION

Drain Pipe Traps:

The sink must be properly connected to a drain pipe with a proper trap, as shown in Diagram 6. The trap is the "U"-shaped pipe at the bottom of the sink.

The purpose of a trap is to keep sewer gasses from seeping into the dwelling through the sink drain. In the trap on the left, water standing in the trap keeps the gasses, shown here in darker tones, from coming up the sink drain. In the trap on the right, however, the water has leaked out, so that gas can enter the unit directly. Often the problem with a trap involves a leak in the clean-out plug, which is located at the bottom of the "U"-shaped bend.

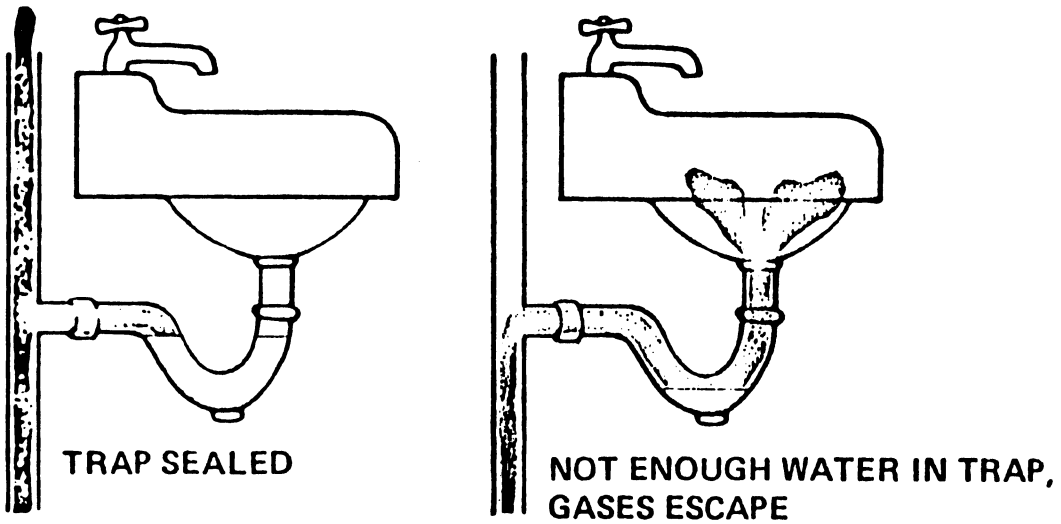

DIAGRAM 6: SINK TRAP

Heating Systems: As mentioned in the body of this Manual, heating system safety issues represent probably the most complicated topic of this inspection. The information on heating presented in this Appendix is only meant to serve as an introduction. The inspector will need to go beyond this description by consulting with local experts who are familiar with the heating systems in use in their particular part of the country and by reviewing some written material on the subject, such as the literature listed in Appendix C.

The major components of a home heating system are illustrated in Diagram 7 of a "forced warm air" heating system:

> In most systems the heat is produced by burning fuel--usually gas or oil, although some systems rely on electric current to produce heat in the same way that a toaster heats up. The system illustrated here burns oil which is maintained in the fuel storage tank shown at the bottom left of the picture. If the system burned gas, the gas would be supplied directly from a local gas company's main line in the street, requiring no storage at the site; in areas outside those served by a gas line, the gas would be stored at the site in propane gas tanks.
>
> Fresh air for combustion comes from the air in the room or cellar where the heating unit is located. The furnace produces the heat.
>
> The chimney serves as an exhaust system for spent products. The furnace is connected to the chimney by a metal flue pipe (not shown in the diagram).
>
> The heat distribution system is illustrated by the supply pipes or ducts, which carry warm air to the floors and the hot air registers above shown in the diagram as grates at different floor levels. The return air duct conducts cool air to the furnace from the rooms above to be reheated and recirculated.

In this diagram, return air is drawn by a fan (through the return air register) into a closed-off heat exchange area inside the furnace. There it is heated and blown through the warm air supply ducts to the rooms above. It is essential that the air drawn in through the return air register be free of any exhaust gasses. Many codes ensure this by

requiring that return air be drawn from an area that is separate from the furnace room or other area in which the furnace is located. In the diagram the return air is drawn through a duct which opens to the living area thereby sealing off the return air from the furnace room below.

Although these same components will be found in most home heating systems, the nature of the systems themselves will vary. There are seven basic types of heating systems and facilities:

> Warm air (as described in the previous discussion) enters the unit through grates in the floor. In some warm air systems the heated air rises to the rooms above by convection without the aid of a blower or fan.
>
> Steam heat is produced in the furnace and rises through pipes to heat room radiators. Since air is not the vehicle for transferring heat in this and most of the other systems explained below, the issues asscciated with "return air purity " in the warm air system are not relevant.
>
> Hot water is also heated in the boiler and rises as hot water and is conducted through finned pipes in baseboard heating units (i.e., horizontal heating units at the base of a wall).
>
> Electric baseboard heaters do not require a central heat source such as a furnace--they are plugged into the dwelling unit's wiring system.
>
> Space heaters are located within the rooms to be heated, rather than in the basement or utility area. Many are fuel burning and vent through a flue into a chimney, although there are several other varieties of space heaters such as the common portable electric space heater. The requirement for adequate exhaust vents for fuel burning space heaters is explained in the body of this Manual. The grounds for HUD Field Office consideration of a variation for unvented use are explained in Appendix E.
>
> Stove heaters are built-in space heater in gas or oil stoves that provide warm air through the vents at the side of the stove.
>
> Wood or coal stoves have become increasingly popular heating devices with the increase in fuel costs.

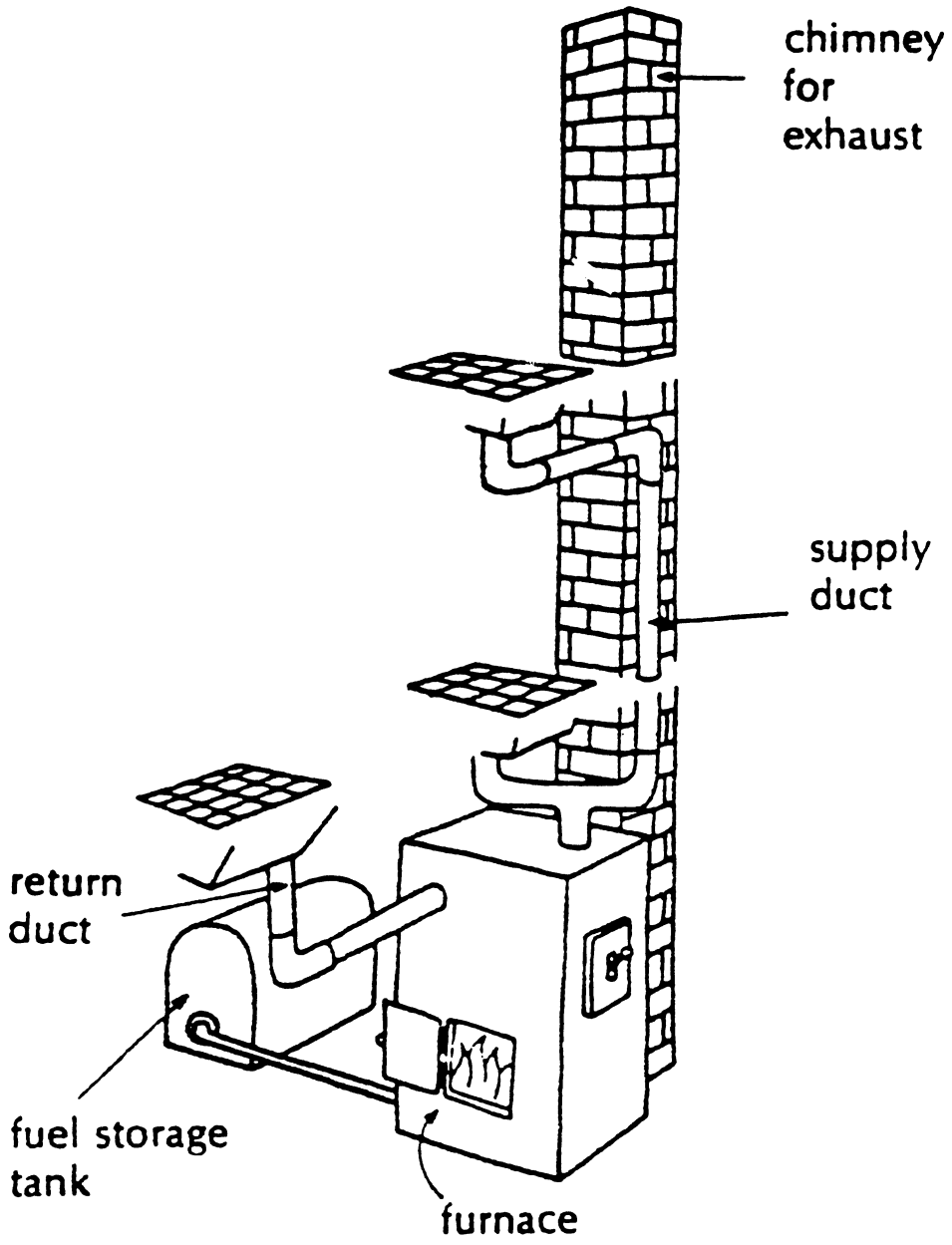

DIAGRAM 7: TYPICAL HOME HEATING SYSTEM (HOT AIR)