Building Exterior Inspectable Items

List of Inspectable Items

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

Doors (Building Exterior)

Means of access to the interior of a building or structure. Doors provide privacy, control passage, maintain security, provide fire and weather resistance. Includes entry to maintenance areas, boiler and mechanical rooms, electrical vaults, storage areas, etc.

Note: This does not include unit doors.

This inspectable item can have the following deficiencies:

- Damaged Frames/Threshold/Lintels/Trim
- Damaged Hardware/Locks
- Damaged Surface (Holes/Paint/Rusting/Glass)
- Damaged/Missing Screen/Storm/Security Door
- Deteriorated/Missing Caulking/Seals
- Missing Door

Damaged Frames/Threshold/Lintels/Trim (Building Exterior - Doors)

Deficiency Description: You see a frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken.

Note: If you see damage to a door's hardware--locks, hinges, etc.--record this under "Doors-Damage Hardware/Locks".

Level of Deficiency:

Level 1: N/A

Level 2: At least one door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.

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

Comments

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."

Damaged Hardware/Locks (Building Exterior - Doors)

Deficiency: The attachments to a door that provide hinging, hanging, opening, closing, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.

Note:

- 1. If a door is designed to have locks, the locks should work.
- 2. If a door is not designed to have locks, do not record a deficiency for not having a lock.

Level of Deficiency:

Level 1: N/A

Level 2: One door does not function as it should or cannot be locked because of damage to the door's hardware.

Level 3: One door's panic hardware does not function, as it should.

OR

One entry door or fire/emergency door does not function as it should or cannot be locked because of damage to the door's hardware.

Comments

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."

MSHDA: Door required for security is not lockable.

OR

An Exterior door required for security does not self-close and latch.

OR

The key in possession of site management will not open the door.

Damaged Surface (Holes/Paint/Rusting/Glass) (Building Exterior -Doors)

Deficiency Description: You see damage to the door surface that: May affect either the surface protection or the strength of the door. OR

May compromise building security.

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

Level of Deficiency:

Level 1: N/A

Level 2: One door has a hole or holes with a diameter ranging from 1/4 inch to 1 inch.

Level 3: One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, rust that affects the integrity of the door surface, or broken/missing glass.

OR

One entry door or fire/emergency door has a hole or holes with a diameter ranging from ½ inch to 1 inch.

MSHDA: The door has noticeable rust, peeling paint, indentations, splits, cracks or holes even though they do not affect the integrity of the door.

Damaged/Missing Screen/Storm/Security Door (Building Exterior - Doors)

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

Level of Deficiency:

Level 1: At least one screen door or storm door is damaged or is missing screens or glass—shown by an empty frame or frames.

Level 2: N/A

Level 3: A security door is not functioning or missing. ("Missing" applies only if a security door that should be there is not there.)

Deteriorated/Missing Caulking/Seals (Building Exterior - Doors)

Deficiency Description: Sealant and stripping designed to resist weather or caulking is missing or deteriorated.

Note: This applies only to entry doors that were designed with seals. If a door shows evidence that a seal was never part of its design, do not record a deficiency.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The seals/caulking is missing on one entry door, or they are so damaged that they do not function, as they should.

Missing Door (Building Exterior - Doors)

Deficiency Description: A door is missing.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: A single missing building exterior door is a Level 3 deficiency.

Comments

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."

FHEO

This inspectable item can have the following deficiencies:

- Main Entrance Less Than 32" Wide (FHEO 32" Wide Main Entrance)
- Obstructed or Missing Accessibility Route (FHEO Accessibility to Main Floor Entrance)

 Main Entrance Less Than 32" Wide (Building Exterior - FHEO - 32" Wide Main Entrance)

Deficiency Description: The main entrance for each building inspected is not at least 32" wide, measured from between the face of the door and the opposite door stop.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The distance between the face of the door and the opposite doorstop is not 32" wide.

 Obstructed or Missing Accessibility Route (Building Exterior - FHEO -Accessibility to Main Floor Entrance)

Deficiency Description: There is not an accessible route to and from the main ground floor entrance for every building inspected. Accessible routes include level surface to the door, ramps, etc.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: There is not an accessible route

Fire Escapes (Building Exterior)

All buildings must have acceptable fire exits. This includes both stairway access doors & external exits. These can include external fire escapes, fire towers, and operable windows on the lower floors with easy access to the ground or a back door opening onto a porch with a stairway leading to the ground.

These inspectable items can have the following deficiencies:

- Blocked Egress/Ladders
- Visibly Missing Components
- Blocked Egress/Ladders (Building Exterior Fire Escapes)

Deficiency Description: Any part of the fire escape--including ladders--is blocked, limiting or restricting people from exiting.

Note: This includes fire escapes, fire towers, and windows on the ground floor that would be used in an emergency.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: Stored items or other barriers restrict or block people from exiting.

MSHDA Comment

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Emergency/Fire Exits."

Visibly Missing Components (Building Exterior - Fire Escapes)

Deficiency Description: You see that any of the components that affect the function of the fire escape are missing.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see that any of the functional components that affect the function of the fire escape--one section of a ladder or a railing, for example--are *missing*.

MSHDA: Insecure railing or handrails.

MSHDA Comment

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Emergency/Fire Exits."

Foundations (Building Exterior)

Lowest level structural wall or floor responsible for transferring the building's load to the appropriate footings and soil. Materials may include concrete, stone, masonry and wood.

This inspectable item can have the following deficiencies:

- Cracks/Gaps
- Spalling/Exposed Rebar

Cracks/Gaps (Building Exterior - Foundations)

Deficiency Description: You see a split in the exterior of the lowest structural wall.

Note: Cracks that show evidence of water penetration should be evaluated here.

Level of Deficiency:

Level 1: N/A

Level 2: You see cracks more than 1/8 inch wide by 1/8 inch deep by 6 inches long.

OR

You see large pieces--many bricks, for example--that are separated or missing from the wall or floor.

Level 3: You see large cracks or gaps more than 3/8 inch wide by 3/8 inch deep by 6 inches long—a possible sign of a serious structural problem.

OR

You see cracks that are the full depth of the wall, providing opportunity for water penetration.

OR

You see sections of the wall or floor that are broken apart.

Comments

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

MSHDA: You see evidence of frost heaving of foundations such as a variation between the top of the foundation and the slab at the first floor.

Spalling/Exposed Rebar (Building Exterior - Foundations)

Deficiency Description: A concrete or masonry wall is flaking, chipping, or crumbling--possibly exposing underlying reinforcing material (rebar).

Level of Deficiency:

Level 1: N/A

Level 2: You see obvious, large spalled area(s) affecting 10-50% of any foundation wall.

Level 3: You see obvious, significant spalled area(s) affecting 50% or more of any foundation wall.

OR

You see spalling that exposes any reinforcing material--rebar or other.

Comments

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

MSHDA: You see any obvious spalling or damage to the foundation.

Lighting (Building Exterior)

System to provide illumination of building exteriors and surrounding grounds. Includes fixtures, lamps, stanchions, poles, supports, and electrical supply that are associated with the building itself.

Note: This does not include site lighting.

This inspectable item can have the following deficiencies:

Broken Fixtures/Bulbs

• Broken Fixtures/Bulbs (Building Exterior - Lighting)

Deficiency description: This covers all or part of the lighting associated with the building, including lighting attached to the building used to light the site. If you see lighting that is not directly attached to a specific building, assign it to the nearest building.

MSHDA Comment

Patio lights that are switched from within a living unit are noted under "Units - Lighting".

Note: If a damaged fixture or bulb presents a safety hazard, rate it as Level 3, and record it manually as a health and safety concern. This includes broken fixtures and bulbs that could fall on pedestrians or could lead to electrocution.

Level of Deficiency:

Level 1: N/A

Level 2: 20-50% of the lighting fixtures and bulbs surveyed are broken or missing, but this does not constitute an obvious safety hazard.

Level 3: More than 50% of the lighting fixtures and bulbs surveyed are broken or missing.

OR

The condition constitutes an obvious safety hazard.

MSHDA: Lighting insufficient for security of the residents.

OR

Lighting glare temporarily prevents a person from seeing what they are supposed to see.

OR

Lighting that spills over into unit windows resulting in unwanted light in the unit, especially in bedrooms.

Comments

If the condition is a health and safety concern, you must record it manually in "Health and Safety Hazards: Electrical Hazards."

Roofs (Building Exterior)

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

This inspectable item can have the following deficiencies:

- Damaged Soffits/Fascia
- Damaged Vents
- Damaged/Clogged Drains
- Damaged/Torn Membrane/Missing Ballast
- Missing/Damaged Components from Downspout/Gutter
- Missing/Damaged Shingles
- Ponding (Roofs)

Damaged Soffits/Fascia (Building Exterior - Roofs)

Deficiency Description: You see damage to soffit fascia, soffit vents, or associated components that may provide opportunity for water penetration or other damage from natural elements.

Level of Deficiency:

Level 1: You see damage to soffits or fascia, but no obvious opportunities for water penetration.

Level 2: N/A

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

Comments

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

MSHDA: This includes soffit vents that are clogged or blocked, preventing proper attic ventilation.

OR

Damage to fascia or soffit that could allow insects or animals to enter the attic or soffit area.

Damaged Vents (Building Exterior - Roofs)

Deficiency Description: Damaged vents on, or extending through the roof surface or components, are damaged or missing. Vents include ridge vents, gable vents, plumbing vents, gas vents, and others.

Note: This does not include exhaust fans on the roof or soffit vents:

1. Exhaust fans are covered under "Building Systems – Exhaust."

2. Soffit vents are covered under "Roofs-Damaged Soffits/Fascia."

Level of Deficiency:

Level 1: The vents are visibly damaged, but do not present an obvious risk to promote further roof damage.

Level 2: N/A

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

Damaged/Clogged Drains (Building Exterior - Roofs)

Deficiency Description: The drainage system does not effectively remove water. Generally, this deficiency applies to flat roofs.

Note:

- 1. This does not include gutters and downspouts. For these, see "Building Exterior Roofs Missing Components from Downspouts/Gutters".
- 2. If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

MSHDA Comment

Include as drains roof scuppers installed as a backup for roof drains to prevent excessive ponding of water on roof.

Level of Deficiency:

Level 1: N/A

Level 2: You see debris around or in a drain, but no evidence of ponding.

The drain is damaged or partially clogged with debris, but the drain system still functions and you see no evidence of ponding.

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

Comments

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

MSHDA: There is no overflow drain on a roof completely contained by parapet walls.

OR

A roof drain cover is damaged or missing.

Damaged/Torn Membrane/Missing Ballast (Building Exterior - Roofs)

Deficiency Description: In the membrane or flashing, you see a rip or tear-including punctures, holes, cracks, and blistering, and separated seams. PVC, rubber, bitumen, and similar materials are all subject to tears and punctures.

Level of Deficiency:

Level 1: N/A

Level 2: Ballast has shifted and no longer functions as it should.

Level 3: You see signs of damage to the membrane that may result in water penetration.

Comments

If the condition warrants further inspection, inspection by a roofing specialist is recommended.

MSHDA: Missing walkway protection.

Missing/Damaged Components from Downspout/Gutter (Building Exterior - Roofs)

Deficiency Description: You see that components of the drainage system--including gutters, leaders, downspouts, splash blocks, and drain openings--are missing or damaged.

Note: This does not include clogged drains. For clogged drains, see "Building Exterior - Roofs – Clogged Drains."

Level of Deficiency

Level 1: Splash blocks are missing or damaged.

Level 2: You see that drainage system components are missing or damaged, but there is no visible damage to the roof, structure, exterior wall surface, or interior.

Level 3: You see that drainage system components are missing or damaged, causing visible damage to the roof, structure, exterior wall surface, or interior.

MSHDA: Gutters, and (or) downspouts are clogged with leaves or other debris.

Missing/Damaged Shingles (Building Exterior - Roofs)

Deficiency Description: Shingles are missing or damaged, including cracking, warping, cupping, and other deterioration.

Note: A square is 100 square feet.

Level of Deficiency:

Level 1: Up to one square of surface material or shingles is missing from roof areas you survey.

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

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

MSHDA: Shingles are stained or have fungus, mold, or other living organisms growing on the shingles.

Comments

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

Ponding (Building Exterior - Roofs)

Deficiency Description: You see evidence of areas of standing water--roof depression, mold ring, or effervescence water ring.

Note: If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see evidence of standing water on the roof, causing potential or visible damage to roof surface or underlying materials.

Comments

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

Walls (Building Exterior)

The exterior enclosure of the building or structure. Materials for construction include concrete, masonry block, brick, stone, wood, and glass block. Surface finish materials include metal, wood, vinyl, and stucco.

Note: This does not include foundation walls.

This inspectable item can have the following deficiencies:

- Cracks/Gaps
- Damaged Chimneys
- Missing Pieces/Holes/Spalling
- Missing/Damaged Caulking/Mortar
- Stained/Peeling/Needs Paint

Cracks/Gaps (Building Exterior - Walls)

Deficiency Description: You see a split, separation, or gap in the exterior walls.

Note: If you see both cracks/gaps and missing pieces/holes/spalling, do not record both. If you see both deficiencies, record only one of the two.

Level of Deficiency:

Level 1: N/A

Level 2: You see a crack that is more than 1/8 inch wide by 1/8 inch deep by 6 inches long.

-OR-

You see pieces—many bricks, for example that are separated from the wall.

Level 3: You see a large crack or gap that is more than 3/8 inch wide or deep and 6 inches long, possibly a sign of a serious structural problem.

-OR

You see a crack that is the full depth of the wall, providing opportunity for water penetration.

-OR

You see sections of the wall that are broken apart.

Comments

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

Damaged Chimneys (Building Exterior - Walls)

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

Level of Deficiency:

Level 1: N/A

Level 2: The surface of the chimney shows surface damage on more than one piece of wall--a few bricks or a section of siding, for example.

-OR

The surface of the chimney has holes that affect an area larger than 4 inches by 4 inches.

Level 3: Part or the entire chimney has visibly separated from the adjacent wall.

-OR

There are cracked or fallen pieces or sections.

-OR

There is a risk that falling pieces could create a safety hazard.

Comments

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."

MSHDA: You see chimney covers or caps that need to be replaced or repaired or protected from corrosion.

Missing Pieces/Holes/Spalling (Building Exterior - Walls)

Deficiency Description: You see deterioration of the exterior wall surface, including missing pieces, holes, or spalling. This may also be attributed to:

Materials that are rotting.

-OR-

A concrete, stucco, or masonry wall that is flaking, chipping, or crumbling.

Level of Deficiency:

Level 1: N/A

Level 2: You see that there is a missing piece--a single brick or section of siding, for example--or a hole larger than $\frac{1}{2}$ inch in diameter.

-OR

You see deterioration that affects an area up to 8½ inches by 11 inches.

Level 3: You see deterioration that exposes any reinforcing material (re-bar).

-OR

You see more than one missing piece--a few bricks or a section of siding, for example—or holes that affect an area larger than 8½ inches by 11 inches.

-OR

You see a hole of any size that completely penetrates the exterior wall.

Comments

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

MSHDA: You see deterioration of wall panel surfaces, i.e. swelling of wood panels, insect damage, woodpecker holes, etc.

Missing/Damaged Caulking/Mortar (Building Exterior - Walls)

Deficiency Definition: Caulking designed to resist weather or mortar is missing or deteriorated.

Note: This does not include caulking relative to doors and windows; they are covered in other areas. Address all other caulking here.

Level of Deficiency:

Level 1: Mortar is missing around a single masonry unit.

-OR

Deteriorated caulk is confined to less than 12 inches.

Level 2: Mortar is missing around more than one contiguous masonry unit.

-OR

You see deteriorated caulking in an area longer than 12 inches.

Level 3: N/A

MSHDA: You see any mortar joints that need pointing.

Stained/Peeling/Needs Paint (Building Exterior - Walls)

Deficiency Description: Paint is cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint.

Note: This does not include walls that are not intended to have paint, such as most brick walls, etc.

Level of Deficiency:

Level 1: You observe that less than 50% of a single building exterior wall is affected.

Level 2: You observe that more than 50% of a single building exterior wall is affected.

Level 3: N/A

Windows (Building Exterior)

Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold. Frame materials include wood, aluminum, vinyl, etc.

Note: This does not include windows that have defects noted from inspection from inside the unit.

This inspectable item can have the following deficiencies:

- Broken/Missing/Cracked Panes
- Damaged/Missing Screens
- Damaged Sills/Frames/Lintels/Trim
- Missing/Deteriorated Caulking/Seals/Glazing Compound
- Peeling/Needs Paint
- Security Bars Prevent Egress

MSHDA Comment

Note deficiencies at any exterior windows, not just those associated with sample units and common areas.

Broken/Missing/Cracked Panes (Building Exterior - Windows)

Deficiency Description: A glass pane is broken, missing, or cracked.

Level of Deficiency:

Level 1: A glass pane is cracked, but you see no sharp edges.

Level 2: N/A

Level 3: A glass pane is missing or broken.

MSHDA Comment

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."

Damaged/Missing Screens (Building Exterior - Windows)

Deficiency Description: Screens are punctured, torn, otherwise damaged, or missing.

Level of Deficiency:

Level 1: Three or more screens in one building are punctured, torn, otherwise damaged, or missing.

Level 2: N/A

Level 3: N/A

MSHDA: Note any torn, damaged or missing screens.

Damaged Sills/Frames/Lintels/Trim (Building Exterior - Windows)

Deficiency Description: Windowsills, frames, sash, lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration.

Note: Damage does not include scratches and cosmetic deficiencies.

Level of Deficiency:

Level 1: You see damage to sills, frames, lintels, or trim, but nothing is missing. The inside of the surrounding wall is not exposed. You see no impact on either the functioning of the window or weather tightness.

MSHDA Comment

Include fading or discoloration of metal window finishes due to acid rain or other environmental conditions.

Level 2: Sills, frames, lintels, or trim is missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness.

Level 3: N/A

MSHDA: A window with sill less than 8 feet off the ground (or a roof, porch etc., that can easily be reached from the ground) is not lockable.

Missing/Deteriorated Caulking/Seals/Glazing Compound (Building Exterior - Windows)

Deficiency Description: The caulking or glazing compound that resists weather is missing or deteriorated.

Note:

- 1. This also includes Thermopane or insulated windows that have failed.
- 2. Caulk and seals are considered to be deteriorated when two or more seals for any window have lost their elasticity (If the seals crumble and flake when touched, they have lost their elasticity).

Level of Deficiency

Level 1: N/A

Level 2: Most of the window shows missing or deteriorated caulk or glazing compound, but there is no evidence of damage to the window or surrounding structure.

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

MSHDA Comment

Note deficiencies at any exterior windows, not just those associated with sample units and common areas.

MSHDA: Windows in high-rise buildings need to be cleaned (if site management rather than the resident is responsible for keeping the windows clean).

OR

You see any failed caulk or missing glazing compound indicating that management is not checking and re-glazing windows as needed at least yearly.

Peeling/Needs Paint (Windows)

Deficiency Description: Paint covering the window assembly or trim is cracking, flaking, or otherwise failing.

-OR-

The window assembly or trim is not painted or is exposed to the elements.

Note: This does not include windows that are not intended to be painted.

Level of Deficiency:

Level 1: You see peeling paint or a window that needs paint.

Level 2: N/A

Level 3: N/A

Security Bars Prevent Egress

Deficiency Description: Exiting (egress) is severely limited or impossible, because security bars are damaged or improperly constructed or installed.

Note: This does not include windows that are not intended for exiting.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.