

## Common Areas Inspectable Items

### Inspectable Common Area Spaces:

- ❑ Basement/Garage/Carport
- ❑ Closet/Utility/Mechanical
- ❑ Community Room
- ❑ Day Care
- ❑ Halls/Corridors/Stairs
- ❑ Kitchen
- ❑ Laundry Room
- ❑ Lobby
- ❑ Office
- ❑ Other Community Spaces
- ❑ Patio/Porch/Balcony
- ❑ Pools and Related Structures
- ❑ Restrooms/Pool Structures
- ❑ Storage
- ❑ Trash Collection Areas

### ❑ **Basement/Garage/Carport (Common Areas)**

**Basement:** the lowest habitable story of a building, usually below ground level.

**Garage:** a building or wing of a building in which to park a car.

**Carport:** a roof projecting from the side of a building or free standing, used to shelter an automobile.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- FHEO
- Floors Damaged
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Damaged
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged
- *MSHDA: HVAC Inoperable*

### ❑ **Closet/Utility/Mechanical (Common Areas)**

An enclosed room or closet housing machines and/or equipment that service the building.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- Lighting Missing/Inoperable Fixture

- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Damaged
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### □ **Community Room (Common Areas)**

Meeting place used by members of a community for social, cultural, or recreational purposes.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- HVAC System Inoperable
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Damaged
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### □ **Day Care (Common Area)**

Place that provides daytime supervision, training, and medical services for preschool children or for the elderly.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- HVAC System
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Damaged
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### □ **Halls/Corridors/Stairs (Common Areas)**

Passageway in a building, which organizes its rooms, apartments and staircases.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- Graffiti
- HVAC System Inoperable

- Lighting Missing/Inoperable Fixture
- Mailboxes
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Damaged
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### □ **Kitchen (Common Areas)**

A place where food is cooked or prepared. The facilities and equipment used in preparing and serving food.

This inspectable item can have the following deficiencies:

- Cabinets - Missing/Damaged
- Ceiling Damaged
- Countertops Missing
- Dishwasher/Garbage Disposal – Inoperable
- Doors Damaged
- Electrical Damaged
- Exhaust Systems - Excessive grease/inoperable.
- Floors Damaged
- GFI - Inoperable
- HVAC System Damaged
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Plumbing /Clogged Drains
- Plumbing Leaking Faucet/Pipes
- Range Hood/Exhaust Fans – Excessive grease/inoperable.
- Refrigerator - Missing/Damaged/Inoperable
- Sink - Damaged/Missing
- Smoke Detector Inoperable
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### □ **Laundry Room (Common Areas)**

Place where soiled clothes and linens are washed and/or dried.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Dryer Vent Missing/ Damaged/Inoperable
- Electrical Damaged
- Floors Damaged
- GFI - Inoperable
- HVAC System Inoperable
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Damaged
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### ❑ Lobby (Common Areas)

A foyer, hall, or waiting room, at or near the entrance of a building.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- HVAC System Inoperable
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Inoperable
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### ❑ Office (Common Areas)

Place in which business, professional, or clerical activities are conducted.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- HVAC System Inoperable
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Inoperable
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### ❑ Other Community Spaces (Common Areas)

#### MSHDA Comment

*Examples: Receiving, Foyer, Lounge, Game Room, Library, Crafts, Exercise, and Theater.*

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- HVAC System Inoperable
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Inoperable
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### □ **Patio/Porch/Balcony (Common Areas)**

Covered entrance to a building, usually with a separate roof or a recreation area that adjoins common areas.

This inspectable item can have the following deficiencies:

- Baluster/Side Railings Damaged
- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- Lighting Missing/Inoperable Fixture
- Stairs/Hand Railings Damaged
- Outlets/Switches/Cover Plates Damaged
- Walls Damaged
- Windows Damaged

### □ **Pools and Related Structures (Common Areas)**

Swimming pools and related structures including fencing, etc.

This inspectable item can have the following deficiencies:

- Fencing - Damaged/Not Intact
- Pool - Not Operational

### □ **Restrooms/Pool Structures (Common Areas)**

A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet. This includes locker rooms or bathhouses associated with swimming pools.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- GFI - Inoperable
- HVAC System Inoperable
- Lavatory Sink - Damaged/Missing
- Lighting Damaged/Inoperable
- Outlets/Switches Damaged
- Plumbing - Clogged Drains
- Plumbing - Leaking Faucet/Pipes
- Restroom Cabinet - Damaged/Missing
- Smoke Detector Inoperable
- Shower/Tub - Damaged/Missing
- Stairs/Hand Railings Damaged
- Ventilation/Exhaust System - Inoperable
- Walls Damaged

- Water Closet - Damaged/Clogged/Missing
- Windows Damaged

### □ **Storage (Common Areas)**

A room in which items are kept for future use.

This inspectable item can have the following deficiencies:

- Ceiling Damaged
- Doors Damaged
- Electrical Damaged
- Floors Damaged
- HVAC System Inoperable
- Lighting Missing/Inoperable Fixture
- Outlets/Switches/Cover Plates Damaged
- Smoke Detector Inoperable
- Stairs/Hand Railings Damaged
- Walls Damaged
- Windows Damaged

### □ **Trash Collection Areas (Common Areas)**

Collection areas for trash/garbage common pick-up.

This inspectable item can have the following deficiencies:

- Chutes Damaged/Missing Components

## **Common Area Inspectable Items**

The following items can be inspected under the inspectable areas above:

- |                                |                                 |
|--------------------------------|---------------------------------|
| □ Baluster/Side Railings       | □ Graffiti                      |
| □ Cabinets                     | □ HVAC                          |
| □ Call-for-Aid                 | □ Lavatory/Sink                 |
| □ Ceiling                      | □ Lighting                      |
| □ Chutes                       | □ Mailboxes                     |
| □ Countertops                  | □ Outlets/Switches/Cover Plates |
| □ Dishwasher/Garbage Disposal  | □ Pedestrian/wheelchair Ramp    |
| □ Doors                        | □ Plumbing                      |
| □ Dryer Vent                   | □ Pool                          |
| □ Electrical                   | □ Range Hood/Exhaust Fans       |
| □ Fencing - Damaged/Not Intact | □ Range/Stove                   |
| □ FHEO                         | □ Refrigerator                  |
| □ Floors                       | □ Restroom Cabinet              |
| □ GFI – Inoperable             | □ Shower/Tub                    |
|                                | □ Sink                          |

- ❑ Smoke Detector
- ❑ Stairs/Hand Railings
- ❑ Ventilation/Exhaust System
- ❑ Walls
- ❑ Water Closet/Toilet
- ❑ Windows

❑ **Baluster/Side Railings (Common Areas)**

This inspectable item can have the following deficiencies:

- **Baluster/Side Railings – Damaged**

• **Baluster/Side Railings – Damaged (Common Areas)**

**Deficiency Description:** The baluster or side railing on the exterior improvement is loose, damaged, or not functioning, limiting the safe use of this area.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The baluster or side rails enclosing the area are loose, damaged, or missing, limiting the safe use of this area.

*MSHDA: The baluster or side railing shows signs of corrosion or the protective finish needs to be restored.*

*MSHDA Comment*

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

❑ **Cabinets (Common Areas)**

This inspectable item can have the following deficiencies:

- **Cabinets Missing/Damaged**

• **Cabinets – Missing/Damaged (Common Areas)**

**Deficiency Description:** Cabinets are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors--primarily used for storage--mounted on walls or floors.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** You see that *10-50%* of the cabinets, doors, or shelves are missing or the laminate is separating.

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

*MSHDA: Note any damage to cabinets as described under "Deficiency" above.*

□ **Call-for-Aid (Common Areas)**

System to summon help. May be visual, audible, or both. May be activated manually or automatically when pre-programmed conditions are met.

This inspectable item can have the following deficiency:

- **Call-for-Aid – Inoperable**

• **Call-for-Aid - Inoperable (Common Areas)**

**Deficiency Description:** The system does not function, as it should.

*MSHDA Comment:*

*Note any damaged components.*

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The system does not function, as it should.

□ **Ceiling (Common Areas)**

The visible overhead structure lining the inside of a room or area.



This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Holes/Missing Tiles/Panels/Cracks
- Peeling/Needs Paint
- Water Stains/Water Damage/Mold/Mildew

- **Bulging/Buckling (Common Areas - Ceiling)**

**Deficiency Description:** A ceiling is bowed, deflected, sagging, or is no longer aligned horizontally.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see bulging, buckling, sagging, or a lack of horizontal alignment.

*MSHDA: Include acoustical ceiling grids that are out of line in this item.*

**Comments**

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

- **Holes/Missing Tiles/Panels/Cracks (Common Areas- Ceiling)**

**Deficiency Description:**

The ceiling surface has punctures that may or may not penetrate completely.

OR

Panels or tiles are missing or damaged.

**Level of Deficiency:**

**Level 1:** You see small holes that are no larger than a sheet of paper--8½ inches by 11 inches.

OR

No hole penetrates the area above.

OR

You see that no more than 3 tiles or panels are missing.

**Level 2:** You see a hole that is larger than a sheet of paper--8½ inches by 11 inches--but it does not penetrate the area above (You cannot see through it).

-OR

You see that more than 3 tiles or panels are missing.

OR

You see a crack more that 1/8-inch wide and 11 inches long.

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

### Comments

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

- **Peeling/Needs Paint (Common Areas- Ceiling)**

**Deficiency Description:** You see paint that is peeling, cracking, flaking, or otherwise deteriorated on ceilings in common areas.

**Level of Deficiency:**

**Level 1:** You see peeling paint on 1-4 ceilings in common areas.

**Level 2:** You see more than 4 ceilings in common areas that have peeling paint or need paint.

**Level 3:** N/A

- **Water Stains/Water Damage/Mold/Mildew (Common Areas- Ceiling)**

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

**Level of Deficiency:**

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

**Level 2:** On one ceiling, you see evidence of a leak, mold, or mildew—such as a darkened area—over a large area (more than 4 square feet). You may or may not see water.

OR

You estimate that 10-50% of the ceiling area has Level 1 damage.

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

*MSHDA: Note any stained areas, including stained ceiling panels in an acoustic ceiling (even if only water stains with no mold or mildew visible).*

#### **Comments**

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

### ❑ **Chutes (Common Areas)**

This inspectable item can have the following deficiencies:

- **Chutes Damaged/Missing Components (Common Areas)**
- **Chutes Damaged/Missing Components (Common Areas)**

**Deficiency Description:** The structure that directs garbage into the appropriate storage container is missing or damaged.

This includes the chute, chute door, and other components.

**Note:** Do not evaluate the door that leads to the trash room.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Garbage has backed up into chutes, because the collection structure is missing or broken. Compactors or components—chute, chute door, and other components—have failed.

MSHDA Comment

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

**Level 3:** N/A

*MSHDA: The soap holder/spray assembly for washing down the chute is not functioning.*

□ **Countertops (Common Areas)**

This inspectable item can have the following deficiencies:

- **Countertops - Missing/Damaged (Common Areas)**

- **Countertops - Missing/Damaged (Common Areas)**

**Deficiency Description:** A flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** 20% or more of the countertop-working surface is missing, deteriorated, or damaged below the laminate--not a sanitary surface to prepare food.

**Level 3:** N/A

*MSHDA: Note any damage to countertops.*

□ **Dishwasher/Garbage Disposal (Common Areas)**

This inspectable item can have the following deficiencies:

- **Dishwasher/Garbage Disposal - Inoperable (Common Areas)**

- **Dishwasher/Garbage Disposal - Inoperable (Common Areas)**

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

**Level of Deficiency:**

**Level 1:** N/A

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

**Level 3:** N/A

□ **Doors (Common Areas)**

Means of access to the interior of a space. Doors provide privacy and security, control passage, provide fire and weather resistance.

This inspectable item can have the following deficiencies:

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

*MSHDA Comment*

*Note the location of each door that has a deficiency.*

• **Damaged Frames/Threshold/Lintels/Trim (Common Areas - 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 *restroom door, entry door, or fire door* is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.

*MSHDA: Note damage to these door components even if the damage does not result in the door not functioning.*

### Comments

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

- **Damaged Hardware/Locks (Common Areas- Doors)**

**Deficiency Description:** 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 a lock, the lock should work. If a door is designed without locks, do not record it as a deficiency.
2. If a lock has been removed from an interior door, do not record this as a deficiency.

**Level of Deficiency:**

**Level 1:** A *closet door* does not function, as it should because of damage to the door's hardware.

-OR

A *closet door* that requires locking cannot be locked because of damage to the door's hardware.

**Level 2:** A *door* does not function, as it should because of damage to the door's hardware.

-OR

A *door* that requires locking cannot be locked because of damage to the door's hardware.

**Level 3:** A *restroom door, entry door, or fire door* does not function, as it should because of damage to the door's hardware.

-OR

A *restroom door, entry door, or fire door* that requires locking cannot be locked because of damage to the door's hardware.

*MSHDA: Door required for security will not lock.*

MSHDA Comment

*Fire rated doors must self-close and latch. Doors that have closers and are required for security must self-close, latch, and lock.*

*MSHDA: Note locks removed from interior doors.*

OR

*A lock replaced with hardware that does not match the originally installed hardware in quality, color or finish.*

MSHDA Comment

*If a fire door does not function, the condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."*

• **Damaged/Missing Screen/Storm/Security Door (Common Areas- Doors)**

**Deficiency Description:** Visible damage to surfaces including screens, glass, frames, hardware, and door surface.

**Level of Deficiency:**

**Level 1:** One or more screen/storm doors has damage or door is missing screens/glass as evidenced by empty frame.

**Level 2:** N/A

**Level 3:** A single security door is inoperable or missing. (Missing only applies to those situations where a security door is supposed to be present but is observed not to be there.)

MSHDA Comment

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

• **Damaged Surface - Holes/Paint/Rusting/Glass (Common Areas- 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.

**Note:** If the door is a restroom, fire door, or entry door, this is a Level 3 deficiency.

**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.

**Comments**

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

• **Deteriorated/Missing Seals (Entry Only) (Common Areas - Doors)**

**Deficiency Description:** The seals and stripping around the entry door(s) to resist weather and fire are damaged or missing.

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

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

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

• **Missing Door (Common Areas - Doors)**

**Deficiency Description:** A door is missing.



**Note:** If a restroom door, entry door, or fire door, record this as a Level 3 deficiency.

**Level of Deficiency:**

**Level 1:** A door is missing, but it is not a restroom door, entry door, or fire door.

**Level 2:** Two doors or up to 50% of the doors are missing, but they are not restroom doors, entry doors, or fire doors, and the condition presents no hazard.

**Level 3:** A restroom door, entry door, or fire door is missing.

-OR

You estimate that more than 50% of the doors are missing.

**Comments**

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

❑ **Dryer Vent (Common Areas)**

This inspectable item can have the following deficiencies:

- **Dryer Vent - Missing/Damaged/Inoperable**

- **Dryer Vent - Missing/Damaged/Inoperable (Common Areas)**

**Deficiency:** There is no adequate way to vent heat and lint to the outside.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The dryer vent is missing or you see that it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside.

*MSHDA: Dryers are not ducted to the exterior*

OR

*Plastic or other non-UL rated flex duct is being used for venting.*

OR

*Dryer vent is crushed or restricted so that full vent cross sectional area is not available.*

OR

*Dryer venting is damaged.*

### ❑ **Electrical (Common Areas)**

Portion of the common area that safely provides electrical power throughout the building. Including equipment that provides control, protection, metering, and service.

This inspectable item can have the following deficiencies:

- Blocked Access to Electrical Panel
- Burnt Breakers
- Evidence of Leaks/Corrosion
- Frayed Wiring
- Missing Breakers
- Missing Covers

#### • **Blocked Access to Electrical Panel (Common Areas - Electrical)**

**Deficiency Description:** A fixed obstruction or item of sufficient size and weight can delay or prevent access to any panel board switch in an emergency.

**Note:** If you see an item that is easy to remove, like a picture, do not note this as a deficiency.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** One or more fixed items or items of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

#### • **Burnt Breakers (Common Areas - Electrical)**

**Deficiency Description:** Breakers have carbon on the plastic body, or the plastic body is melted and scarred.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see any carbon residue, melted breakers, or arcing scars.

- **Evidence of Leaks/Corrosion (Common Areas - Electrical)**

**Deficiency Description:** You see liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware.

**Note:** Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** Any corrosion that affects the condition of the components that carry current.

-OR

Any stains or rust on the interior of electrical enclosures.

-OR

Any evidence of water leaks in the enclosure or hardware.

*MSHDA: Note surface rust to be removed and equipment to be painted to protect from corrosion.*

- **Frayed Wiring (Common Areas - Electrical)**

**Deficiency Description:** You see nicks, abrasions, or fraying of the insulation that expose wires that conduct current.

**Note:** Do not consider this a deficiency for wires that are not intended to be insulated, such as grounding wires.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

**Comments**

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

- **Missing Breakers (Common Areas - Electrical)**

**Deficiency Description:** In a panel board, main panel board, or other electrical box that contains circuit breakers/fuses, you see an open circuit breaker position that is not appropriately blanked-off.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see an open breaker port.

- **Missing Covers (Common Area - Electrical)**

**Deficiency Description:** The cover is missing from any electrical device box, panel box, switchgear box, control panel, etc., with exposed electrical connections.

**Note:** If an accompanying authority has identified abandoned wiring, capped wires do not pose a risk. Do not record this as a deficiency.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** A cover is missing, and you see exposed electrical connections.

## ❑ Fencing (Common Areas)

This inspectable item can have the following deficiencies:

- Fencing - Damaged/Not Intact

### • Fencing - Damaged/Not Intact (Common Areas)

**Deficiency Description:** You see that fencing around the swimming pool is damaged.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see any damage that could compromise the integrity of the fence.

*MSHDA: Note any damage or deterioration including rust, even if it does not compromise the integrity of the fence.*

## ❑ FHEO

This inspectable item can have the following deficiencies:

- Accessible Outside Common Areas (Common Areas)
- Multi-story Building Hallways/Common Areas Less Than 36" Wide

### • Accessible Outside Common Areas - Routes Obstructed or Inaccessible to Wheelchair (Common Areas - FHEO)

**Deficiency Description:** Verify that routes to all outside common areas are accessible to wheelchairs (i.e.; there are curb cuts, ramps, and sufficient (36" width)

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The route is obstructed or not accessible route.

MSHDA Comment

*If the route is part of a fire egress you must record it manually as "Health and Safety: Emergency/Fire exits."*

**Multi-story Building Hallways/Common Areas - Less Than 36" Wide  
(Common Areas - FHEO)**

**Deficiency:** For multi-story buildings that are inspected, verify that the interior hallways to the inspected units and common areas are at least 36" wide.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The interior hallways are less than 36" wide.

□ **Floors (Common Areas)**

The visible horizontal surface system within a room or area underfoot, the horizontal division between two stories of a structure.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Soft Floor Covering Damaged - Floors
- Hard floor Covering - Missing Flooring/Tiles
- Peeling/Needs Paint
- Rot/Deteriorated Sub-floor
- Water Stains/Water Damage/Mold/Mildew

• **Bulging/Buckling (Common Areas - Floors)**

**Deficiency Description:** The floor is bowed, deflected, sagging, or is no longer aligned horizontally.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see bulging, buckling, sagging, or a problem with alignment.

### Comments

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

*MSHDA: Note carpet that needs to be re-stretched to eliminate folds and loose areas.*

- **Hard Floor Covering - Missing Flooring/Tiles (Common Areas - Floors)**

**Deficiency Description:** You see that hard flooring--terrazzo, hardwood, ceramic tile, or other flooring material--is missing.

**Level of Deficiency:**

**Level 1:** For a single floor, you see small holes in areas of the floor surface. You estimate that 5-10% of the floors are affected, and there are no safety problems.

**Level 2:** You estimate that 10-50% of the floors have small holes in areas of the floor surface, but there are no safety problems.

**Level 3:** You estimate that more than 50% of the floors are affected by Level 1 holes/damage.

OR

The condition causes a safety problem.

### Comments

If you have just one concern that safety is compromised, classify the floor system as a Level 3 deficiency.

*MSHDA: Note any damaged flooring not covered by the minimum of 5% mandated by UPCS. This would include items like gouges or cuts in Kitchen or bath vinyl and vinyl not secured to the substrate.*

#### MSHDA Comment:

*A missing ceramic tile in the pedestrian pathway of a building entry foyer would present enough of a trip hazard to create a safety problem and to rate as level 3.*

- **Peeling/Needs Paint (Common Areas - Floors)**

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

**Level of Deficiency:**

**Level 1:** The area affected is more than 1 square foot, but less than 4 square feet.

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

**Level 3:** N/A

*MSHDA: Note any area not covered by the minimum of 1 square foot mandated by UPCS.*

- **Rot/Deteriorated Sub-floor (Common Areas - Floors)**

**Deficiency Description:** The sub-floor has decayed or is decaying.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** You see small areas of rot--1-4 square feet.

**Level 3:** You see large areas of rot--more than 4 square feet.

**Comments**

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

*MSHDA: Note any area not covered by the minimum of 1 square foot mandated by UPCS.*

- **Soft Floor Covering Damaged- Floors (Common Areas- Floors)**

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

**Level of Deficiency:**

**Level 1:** You estimate that *only* 5-10% of the floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas, or exposed seams. The covering is fully functional, and there is no safety hazard.



**Level 2:** You estimate that 10-50% of the floor covering has stains, surface burns, shallow cuts; small holes, tears, loose areas, or exposed seams. The covering is fully functional, and there is no safety hazard.

**Level 3:** You estimate that *more than 50%* of the floor covering is damaged.

OR

Damage to the floor covering exposes the underlying material.

### **Comments**

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

*MSHDA: Note any damage to carpet not covered by the minimum of 5% mandated by UPCS. This would include items like obvious seams in carpet, unraveling carpet, and loose carpet at borders of living space.*

### **• Water Stains/Water Damage/Mold/Mildew (Common Areas - Floors)**

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

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** You see evidence of a water stain, mold, or mildew--such as a darkened area--over a small area of floor (1-4 square feet). You may or may not see water. You estimate that less than 10% of the floors are affected.

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

### **Comments**

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

*MSHDA: Note any mold or mildew over 4 square inches.*

## ❑ **GFI (Common Areas)**

This inspectable item can have the following deficiencies:

- **GFI - Inoperable (Common Areas)**

- **GFI - Inoperable (Common Areas)**

**Deficiency Description:** The GFI does not function.

**Note:** To determine whether the GFI is functioning, you must press the self-test button in the GFI unit.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The GFI does not function.

### Comments

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

## ❑ **Graffiti (Common Areas)**

This inspectable item can have the following deficiencies:

- **Graffiti (Common Areas)**

- **Graffiti (Common Areas)**

**Deficiency Description:** You see crude inscriptions or drawings scratched, painted, or sprayed on a building surface, retaining wall.

**Note:** There is a difference between art forms and graffiti. Do not consider full wall murals and other art forms as graffiti.

**Level of Deficiency:**

**Level 1:** You see graffiti in one place.

**Level 2:** You see graffiti in 2-5 places.

**Level 3:** You see graffiti in 6 or more places.

## □ HVAC (Common Areas)

System to provide heating, cooling and ventilation to a common area.

**Note:** This does not include building heating or cooling system deficiencies such as boilers, chillers, circulating pumps, distribution lines, fuel supply, etc., OR occupant owned or supplied heating sources.

This inspectable item can include the following deficiencies:

- HVAC - Convection/Radiant Heat System Covers Missing/Damaged
  - HVAC - General Rust/Corrosion
  - HVAC - Inoperable
  - HVAC - Misaligned Chimney/Ventilation System
  - HVAC - Noisy/Vibrating/Leaking
- 
- **Convection/Radiant Heat System Covers Missing/Damaged (Common Areas - HVAC).**

**Deficiency Description:** A cover on the convection/radiant heat system is missing or damaged, which could cause a burn or related injury.

### **Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** At least one cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.

### **Comments**

When the system is operational during an inspection and you see a Level 3 deficiency—a real-time hazard exists—you must record it manually in “Health and Safety: Hazards.”

*MSHDA: Note type and location of missing cover even if it does not result in a hazard.*

- **General Rust/Corrosion (Common Areas - HVAC)**

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

**Level of Deficiency:**

**Level 1:** You see superficial surface rust.

**Level 2:** You see significant formations of metal oxides, flaking, or discoloration-- or a pit or crevice.

**Level 3:** Because of this condition, the equipment or piping does not function.

- **Inoperable (Common Areas - HVAC)**

**Deficiency Description:** The heating, cooling, or ventilation system does not function.

**Note:**

1. If the HVAC system is not functioning because it is not the right season, do not record this as a deficiency.
2. Statement may be validated by resident survey process.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The HVAC does not function; it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.

**Comments**

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

*MSHDA: The make up air part of the HVAC system is not functioning to allow for fresh air in the common areas. Make up air should be in operation even if heating and cooling is not needed due to present weather conditions.*

- **Misaligned Chimney/Ventilation System (Common Areas - HVAC)**

**Deficiency Description:** The exhaust system on a gas-fired or oil-fired unit is misaligned.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see any misalignment that may cause improper or dangerous venting of gases.

*MSHDA: Automatic vent damper not functioning properly.*

- **Noisy/Vibrating/Leaking (Common Areas - HVAC)**

**Deficiency Description:** The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibrations, or leaks.

**Level of Deficiency:**

**Level 1:** The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. The system still provides enough heating or cooling to maintain a minimum temperature range in the major living areas.

**Level 2:** N/A

**Level 3:** N/A

- **Lavatory/Sink (Common Areas)**

This item can have the following inspectable items:

- **Lavatory Sink - Damaged/Missing**

- **Lavatory Sink - Damaged/Missing (Common Areas)**

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

**Note:** If you see that a stopper is missing from a common area, do not record this as a deficiency.

**Level of Deficiency:**

**Level 1:** You see extensive discoloration or cracks in over 50% of the basin, but the sink can be used.

**Level 2:** N/A

**Level 3:** The sink or associated hardware have failed or are missing. The sink cannot be used.

*MSHDA: You see discoloration, cracks, or chips in any part of the sink.*

OR

*The sink is not firmly secured to the countertop*

### ❑ **Lighting (Common Areas)**

This inspectable item can have the following deficiencies:

- **Lighting - Missing/Damaged/Inoperable Fixture**

#### • **Lighting - Missing/Damaged/Inoperable Fixture (Common Areas)**

**Deficiency Description:** Lighting fixture is damaged, not functional, or missing.

**Note:** To conserve energy during daytime or in low-use areas, many facilities use alternate lights that are triggered by either a sensor or a timer. If you see these kinds of lights, ask the accompanying authority to verify that these conservation systems are in place.

#### **Level of Deficiency:**

**Level 1:** N/A

**Level 2:** 20%-50% of the permanent lighting fixtures are missing or damaged so they do not function. This results in inadequate lighting in the common area(s).

**Level 3:** More than 50% of the permanent lighting fixtures are missing or damaged so they do not function. This results in inadequate lighting in the common area(s).

*MSHDA: Note any lighting fixtures not working properly. This includes fixtures that are flickering, have missing lamps, or that have noisy ballasts.*

### ❑ **Mailboxes (Common Areas)**

This inspectable item can have the following deficiencies:

- **Mailboxes - Missing/Damaged**
  
- **Mailboxes - Missing/Damaged (Common Areas)**

**Deficiency Description:** The U.S. Postal Service resident/unit mailbox is either missing or so damaged that it does not function properly.

**Note:** Do not inspect commercial deposit boxes--FedEx, UPS, etc.--or U.S. Postal Service "blue boxes".

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The U.S. Postal Service resident/unit mailbox cannot be locked.

-OR

The U.S. Postal Service resident/unit mailbox is missing.

□ **Outlets/Switches/Cover Plates (Common Areas)**

The receptacle connected to a power supply or method to control the flow of electricity. Includes two & three prong outlets, ground fault interrupters, pull cords, two & three pole switches, and dimmer switches.

This inspectable item can have the following deficiencies:

- **Outlets/Switches/Cover Plates - Missing/Broken**
  
- **Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)**

**Deficiency Description:**

The flush plate that covers the opening around a switch or outlet is damaged or missing.

OR

A switch or outlet is missing.

**Level of Deficiency:**

**Level 1:** An outlet or switch has a broken cover plate over a junction box, but it does not result in exposed wiring.

**Level 2:** N/A

**Level 3:** An outlet or switch is missing.

OR

A cover plate is missing or broken, resulting in exposed wiring.

*MSHDA: A light switch is not working.*

### ❑ **Pedestrian/Wheelchair Ramp (Common Areas)**

This inspectable item can have the following deficiencies:

- **Pedestrian/Wheelchair Ramp**

#### • **Pedestrian/Wheelchair Ramp (Common Areas)**

**Deficiency Description:** A pedestrian walkway or wheelchair ramp is damaged or does not function, as it should.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** A walkway or ramp shows signs of deterioration and requires repair, but people on foot, in wheelchairs, or using walkers, can use it.

**Level 3:** A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers.

### ❑ **Plumbing (Common Areas)**

This inspectable item can have the following deficiencies:

- **Plumbing - Clogged Drains**
- **Plumbing - Leaking Faucet/Pipes**

#### • **Plumbing - Clogged Drains (Common Areas - Plumbing)**



**Deficiency Description:** Water does not drain adequately from the shower, sink, tub, or basin.

**Level of Deficiency:**

**Level 1:** Water does not drain freely, but the fixture can be used.

**Level 2:** N/A

**Level 3:** The drain is completely clogged or has suffered extensive deterioration. The fixture cannot be used.

- **Plumbing - Leaking Faucet/Pipes (Common Areas - Plumbing)**

**Deficiency Description:** You see that the sink faucet or piping is leaking.

**Level of Deficiency:**

**Level 1:** You see a leak or drip that is contained by the basin and pipes, and the faucet can be used.

**Level 2:** N/A

**Level 3:** You see a steady leak that is adversely affecting the surrounding area.

-OR

The faucet/pipe cannot be used.

- **Pool (Common Areas)**

This inspectable item can have the following deficiencies:

- **Pool - Not Operational**

- **Pool - Not Operational (Common Areas)**

**Deficiency Description:** The pool was not in operation during the inspection.

**Note:** If the pool is open for the season, it should be operational. If the pool is closed for the season, do not record this is a deficiency.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** The pool is not operational.

OR

You see unsafe conditions at the pool/pool area that could cause an injury.

□ **Range Hood/Exhaust Fans (Common Areas)**

This inspectable item can have the following deficiencies:

- Range Hood/Exhaust Fans - Excessive Grease/Inoperable
- **Range Hood/Exhaust Fans - Excessive Grease/Inoperable (Common Areas)**

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

**Level of Deficiency:**

**Level 1:** An accumulation of dirt threatens the free passage of air.

**Level 2:** N/A

**Level 3:** The exhaust fan does not function.

-OR

You estimate that the flue may be completely blocked.

*MSHDA: The fan is noisier than it should be.*

OR

*The grease filter is missing or needs to be cleaned.*

OR

*The controls are not functioning, as they should.*

## ❑ Range/Stove (Common Areas)

This inspectable item can have the following deficiencies:

- Range/Stove - Missing/Damaged/Inoperable

### • Range/Stove - Missing/Damaged/Inoperable (Common Areas)

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

**Level of Deficiency:**

**Level 1:** The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges, flames are not distributed equally. The pilot light is out on one or more burners.

**Level 2:** One burner is not functioning.

**Level 3:** The unit is missing.

OR

2 or more burners are not functioning.

OR

The oven is not functioning.

### Comments

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

*MSHDA: Control knobs are missing or broken.*

OR

*Anti-tip device is not installed as required by the manufacturer.*

OR

*The surface finish is missing and (or) the metal is rusting.*

## ❑ Refrigerator (Common Areas)

This inspectable item can have the following deficiencies:

- Refrigerator - Damaged/Inoperable

- **Refrigerator - Damaged/Inoperable (Common Areas)**

**Deficiency Description:** The refrigerator is missing or does not cool adequately to store food safely.

**Level of Deficiency:**

**Level 1:** The refrigerator has an excessive accumulation of ice.

-OR

The seals around the doors are deteriorated.

**Level 2:** N/A

**Level 3:** The refrigerator is missing.

-OR

The refrigerator does not cool adequately for the safe storage of food.

*MSHDA: Shelves or drawers are damaged or missing*

*OR*

*The compressor is noisy (indicating that it is failing)*

- **Restroom Cabinet (Common Areas)**

This inspectable item can have the following deficiencies:

- Restroom Cabinet - Damaged/Missing

- **Restroom Cabinet - Damaged/Missing (Common Areas)**

**Deficiency Description:** You see damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinets, or vanities.

**Level of Deficiency:**

**Level 1:** You see damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose.

**Level 2:** N/A

**Level 3:** N/A

*MSHDA: The floor of a vanity base has been warped or weakened by water damage.*

OR

*The surface of the cabinet has cuts, scratches, burns, or is peeling, etc.*

OR

*The cabinet top is not properly secured to the cabinet.*

OR

*In MI Building Code Type A units or in Buildings for the Elderly, the cabinet and drawer pulls are missing or do not meet the requirements for accessible pulls.*

#### ❑ **Shower/Tub (Common Areas)**

This inspectable item can have the following deficiencies:

- Shower/Tub - Damaged/Missing
- **Shower/Tub - Damaged/Missing (Common Areas)**

**Deficiency Description:** The shower, tub, or components are damaged or missing.

**Note:** A missing stopper in a common area is not a deficiency.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** The shower or tub can be used, but you see cracks or extensive discoloration in more than 50% of the basin.

**Level 3:** The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.

*MSHDA: You see discoloration, cracks, or chips in any part of the tub.*

OR

*The Shower curtain bar or shower door assembly is damaged or not properly secured.*

### ❑ Sink (Common Areas)

This inspectable item can have the following deficiencies:

- Sink - Damaged/Missing

### • Sink - Damaged/Missing (Common Areas)

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

**Note:** If a stopper is missing, do not record it as a deficiency.

### **Level of Deficiency:**

**Level 1:** You see extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.

**Level 2:** N/A

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

*MSHDA: You see discoloration, cracks, or chips in any part of the sink.*

OR

*The sink is not firmly secured to the countertop*

OR

*In a MI Building Code Type A unit, the controls do not meet the requirements for accessible controls.*

❑ **Smoke Detector (Common Areas)**

Sensor to detect the presence of smoke and activate an alarm. May be battery operated or hard-wired to electrical system. May provide visual signal, audible signal, or both.

This inspectable item can have the following deficiencies:

- **Smoke Detector - Missing/Inoperable**

• **Smoke Detector - Missing/Inoperable (Common Areas)**

**Deficiency Description:**

1. A smoke detector will not activate.

OR

2. A hardwired smoke detector is missing.

**Note:**

1. If a smoke detector is there, it must function, as it should.
2. "Missing" means that evidence suggests that unauthorized personnel have removed a hardwired smoke detector that should be there.
3. If 2 or more smoke detectors are on the same level in visible proximity, at least one of the smoke detectors must function, as it should.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** A single smoke detector is missing or does not function, as it should.

*MSHDA: A non-hardwired smoke detector with a built-in, long term battery (i.e. 5- year Lithium battery) is missing or not functioning as it should*

OR

*The housing or base is damaged.*

OR

*The detector has been disconnected.*

### ❑ **Stairs/Hand Railings (Common Areas)**

Series of 4 or more steps or flights of steps joined by landings connecting levels of a common area. Includes supports, frame, treads, and handrails.

This inspectable item can have the following deficiencies:

- Broken/Damaged/Missing Steps
- Broken/Missing Hand Railing

#### • **Broken/Damaged/Missing Steps (Common Areas - Stairs)**

**Deficiency Description:** The horizontal tread or stair surface is damaged or missing.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** A step is damaged or missing.

*MSHDA: This includes the covering of the stair such as carpet. If there is loose carpet or if the surfacing material is damaged, note.*

#### • **Broken/Missing Hand Railing (Common Areas - Stairs)**

**Deficiency Description:** The handrail is damaged or missing.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A



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

*MSHDA: Handrail that is damaged or loose, without regard to the number of steps it serves.*

OR

*Balusters are damaged or missing.*

OR

*Handrails need stain or paint.*

OR

*Surface of handrail (especially at joints) is splintered and could cause injury to someone using the handrail.*

### ❑ **Ventilation/Exhaust System (Common Areas)**

This inspectable item can have the following deficiencies:

- **Ventilation/Exhaust System - Inoperable**

#### • **Ventilation/Exhaust System - Inoperable (Common Areas)**

**Deficiency Description:** The apparatus used to exhaust air has failed.

**Note:** If there was never a bathroom fan, do not record this as a deficiency.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** An exhaust fan is not functioning.

OR

A bathroom window cannot be opened.

**Level 3:** N/A

□ **Walls (Common Areas)**

The enclosure of the unit and rooms. Materials for construction include concrete, masonry block, brick, wood, glass block, plaster, sheet-rock. Surface finish materials include paint, wall-coverings.

This inspectable item can have the following deficiencies:

- Bulging/Buckling
- Damaged
- Damaged/Deteriorated Trim
- Peeling/Needs Paint
- Water Stains/Water Damage/Mold/Mildew

• **Bulging/Buckling (Common Areas - Walls)**

**Deficiency Description:** A wall is bowed, deflected, sagging, or is no longer aligned horizontally.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** You see bulging, buckling, sagging, or a lack of horizontal alignment.

**Comments**

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

• **Damaged (Common Areas - Walls)**

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

**Note:**

1. This does not include small holes from hanging pictures, etc.

**Level of Deficiency:**

**Level 1:** In a wall, you find a hole, missing tile or panel, or other damage that is between 1 square inch square and 8 ½ inches by 11 inches. The hole does not penetrate the adjoining room; you cannot see through it.

**Level 2:** In a wall, you find a hole, missing tile or panel, or other damage that is larger than a sheet of paper—8 1/2 inches by 11 inches.

OR

You find a crack greater than 1/8 inch wide and at least 11 inches long.

**Level 3:** You find a hole of any size that penetrates an adjoining room; you can see through the hole.

OR

Two or more walls have Level 2 holes.

*MSHDA: This does include indentations in drywall even when they do not penetrate the drywall. If there is a hole penetrating the membrane of a fire rated wall, note it under Health & Safety.*

OR

*A hole or crack allows significant drafts.*

OR

*You find any hole other than the small holes mentioned above.*

- **Damaged/Deteriorated Trim (Common Areas - Walls)**

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

**Note:** Before the inspection starts, you should be given a list of 504/FH/ADA buildings/units. For the buildings/units on this list, do not record superficial surface/paint damage caused by wheelchairs, walkers, or medical devices as a deficiency.

**Level of Deficiency:**

**Level 1:** You see small areas of deterioration in the trim surfaces, and you estimate that 5-10% of the wall area is affected.

**Level 2:** You see large areas of deterioration in the trim surfaces, and you estimate that 10-50% of the wall area is affected.

**Level 3:** You see significant areas of deterioration in the wall surfaces, and you estimate that more than 50% of the wall area is affected.

*MSHDA: Damaged or loose trim affecting less than 5% of the wall.*

- **Peeling/Needs Paint (Common Areas - Walls)**

**Deficiency Description:** Paint is peeling, cracking, flaking, or otherwise deteriorated.

**Note:** Before the inspection starts, you should be given a list of 504/FH/ADA buildings/units. For the buildings/items on this list, do not record as deficiencies any superficial surface/paint damage caused by wheelchairs, walkers, or medical devices.

**Level of Deficiency:**

**Level 1:** The affected area is 1-4 square feet on 2 or more walls.

**Level 2:** The affected area is more than 4 square feet on any wall or walls.

**Level 3:** N/A

*MSHDA: Note any peeling, cracking or flaking paint other than small chips at doorways or walls caused by normal use, furniture scrapes, etc.*

- **Water Stains/Water Damage/Mold/Mildew (Common Areas - Walls)**

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

**Level of Deficiency:**

**Level 1:** You see evidence of a leak, mold, or mildew--such as a darkened area--over a small area (more than 1 square foot but less than 4 square feet). You may or may not see water.

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

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

OR

In any one unit, you estimate that more than 50% of the walls show Level 1 damage from stains, mold, or mildew.

MSHDA Comment

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

❑ **Water Closet/Toilet (Common Areas)**

This inspectable item can have the following deficiencies:

- Water Closet/Toilet - Damaged/Clogged/Missing

- **Water Closet/Toilet - Damaged/Clogged/Missing (Common Areas)**

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

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Fixture elements--seat, flush handle, cover etc.--are missing or damaged.

OR

The toilet seat is cracked, or the hinge is broken.

**Level 3:** The bowl is fractured or broken and cannot retain water.

OR

The water closet/toilet is missing.

OR

There is a hazardous condition.

OR

The water closet/toilet cannot be flushed, because of obstruction or another defect.

*MSHDA: The water closet seal is broken.*

OR

*The water closet rocks on the drainpipe.*

OR

*The shut off valve assembly is not functioning properly.*

### ❑ **Windows (Common Areas)**

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

This inspectable item can have the following deficiencies:

- Cracked/Broken/Missing Panes
- Damaged Window Sill
- Inoperable/Not Lockable
- Missing/Deteriorated Caulking/Seals
- Peeling/Needs Paint
- Security Bars Prevent Egress

#### • **Cracked/Broken/Missing Panes (Common Areas - Windows)**

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

**Level of Deficiency:**

**Level 1:** You see a cracked windowpane.

**Level 2:** N/A

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

*MSHDA Comment*

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

- **Damaged Window Sill (Common Areas - Windows)**

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

**Note:** When looking for damage to windowsills, do not include scratches and cosmetic deficiencies.

**Level of Deficiency:**

**Level 1:** A sill is damaged, but still there. The inside of the surrounding wall is not exposed, and you see no impact on the operation or functioning of the window or on its weather tightness.

*MSHDA Comment*

*Examples of this would be:*

*A cultured or simulated stone sill is cracked.*

OR

*A laminate covered particleboard sill has expanded due to water or the laminate is chipped or loose or missing.*

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

**Level 3:** N/A

- **Inoperable/Not Lockable (Common Areas - Windows)**

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

**Note:**

1. If a window is not designed to lock, do not record this as a deficiency.
2. Windows that are accessible from the outside--a ground level window, for example--must be lockable.

**Level of Deficiency:**

**Level 1:** A window is not functioning, but can be secured. Other windows in the immediate area are functioning.

**Level 2:** N/A

**Level 3:** A window is not functioning, and cannot be secured. In the immediate area, there are no other windows that are functioning properly.

*MSHDA: You see a window that cannot be locked with sill less than 8 feet above the ground (or above a roof, porch, etc. that can easily be reached from the ground).*

- **Missing/Deteriorated Caulking/Seals (Common Areas - Windows)**

**Deficiency Description:** The caulking or seals that resist weather are missing or deteriorated.

**Note:**

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

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Most of the window shows missing or deteriorated caulk, 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: You see any areas of missing or failed caulk or seals.*

- **Peeling/Needs Paint (Common Areas - Windows)**

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

**Level of Deficiency:**

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

**Level 2:** N/A



**Level 3: N/A**

- **Security Bars Prevent Egress**

Deficiency 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.

