

Unit Inspectable Items

Items to inspect for “Unit” are as follows:

- | | |
|--|--|
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Laundry Area (room) |
| <input type="checkbox"/> Call-for-Aid | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Ceiling | <input type="checkbox"/> Outlets/Switches |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Patio/Porch/Balcony |
| <input type="checkbox"/> Electrical System | <input type="checkbox"/> Smoke Detector |
| <input type="checkbox"/> Floors | <input type="checkbox"/> Stairs |
| <input type="checkbox"/> Hot Water Heater | <input type="checkbox"/> Walls |
| <input type="checkbox"/> HVAC System | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Kitchen | |

Bathroom (Unit)

A room equipped with a water closet or toilet, tub and/or shower, sink, cabinet(s) and/or closet.

This inspectable item can have the following deficiencies:

- Bathroom Cabinets - Damaged/Missing
- Lavatory Sink - Damaged/Missing
- Plumbing - Clogged Drains
- Plumbing - Leaking Faucet/Pipes
- Shower/Tub - Damaged/Missing
- Ventilation/Exhaust System – Inoperable
- Water Closet/Toilet - Damaged/Clogged/Missing
- *MSHDA: Bathroom accessories*

• **Bathroom Cabinets - Damaged/Missing (Unit - Bathroom)**

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: You see cuts, burns, or missing or loose finish in bathroom counter or cabinets, or damage to cabinets not described under "Deficiency" above.

OR

Cabinets and drawers in senior developments do not have accessible pulls (pulls that can be used with a closed fist.)

- **Lavatory Sink - Damaged/Missing (Unit - Bathroom)**

Deficiency Description: A basin (sink) is missing or shows signs of deterioration or distress.

Note: If you see the stopper near the shower/tub area, do not record it as a deficiency.

Level of Deficiency:

Level 1: The sink can be used, but you see either of these:

There are cracks or extensive discoloration in more than 50% of the basin.

OR

A stopper is missing.

Level 2: N/A

Level 3: The sink cannot be used, because the sink or associated hardware is missing or has failed.

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

OR

The lavatory sink is not firmly secured to the countertop.

- **Plumbing - Clogged Drains (Unit - Bathroom)**

Deficiency Description: Water does not drain adequately in the shower, tub, or basin (sink).

Level of Deficiency:

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

Level 2: N/A

Level 3: The fixtures are not usable, because the drain is completely clogged or shows extensive deterioration.

- **Plumbing - Leaking Faucet/Pipes (Unit - Bathroom)**

Deficiency Description: You see that a basin, shower, water closet, tub faucet, or associated pipes are leaking water.

Level of Deficiency:

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

Level 2: N/A

Level 3: You see a steady leak that is adversely affecting the area around it.

-OR

The faucet or pipe cannot be used.

MSHDA: There is a leak resulting in substantial water loss and damage to a unit.

OR

If there is a dripping faucet. (HQS "Fail" if the water is paid for by the tenant.)

- **Shower/Tub - Damaged/Missing (Unit - Bathroom)**

Deficiency Description: The shower, tub, or components are damaged or missing. This includes associated hardware--grab bars, shower doors, etc.

Note:

1. This does not include leaking faucets and pipes (See "Plumbing - Leaking Faucet/Pipes").

2. If you see the stopper near the shower/tub area, do not record it as a deficiency.

Level of Deficiency:

Level 1: A stopper is missing.

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 cracks or chips in any part of the tub.

OR

Discoloration of the tub surface.

OR

Water flow is low at the faucet or showerhead.

- **Ventilation/Exhaust System - Inoperable (Unit - Bathroom)**

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

Note:

1. If a resident has blocked an exhaust fan but it can function properly, do not record this as a deficiency.
2. If a resident has disconnected a fan, consider it functional if it can be immediately reconnected for your inspection.
3. 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

MSHDA Comment

If there is not a working bath fan and there is no window, the unit is rated as fail for HQS.

• **Water Closet/Toilet - Damaged/Clogged/Missing (Unit - Bathroom)**

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. HQS "Fail" if the water runs constantly and is paid for by the tenant.

OR

The porcelain is chipped or broken.

OR

The toilet drains slowly but does flush.

- *MSHDA: Bathroom Accessories - Damaged/Missing (Unit - Bathroom)*

Deficiency Description: You see damaged or missing bathroom accessories that no longer function as intended or are noticeably damaged even if they still function.

Level of Deficiency:

MSHDA: You note missing/damaged mirrors, towel bars, towel hooks, toilet paper holders, etc., that no longer function as intended or are noticeably damaged even if they still function. This includes mirrors with discolored reflective finish.

❑ **Call-for-Aid (Unit)**

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 (Unit)**

Deficiency Description: The system does not function.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

MSHDA Comment

Note any damaged components.

❑ **Ceiling (Unit)**

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 (Unit - 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.

Comments

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

MSHDA: You see an acoustical ceiling grid out of level.

• **Holes/Missing Tiles/Panels/Cracks (Unit - 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 than 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 (Unit - Ceiling)**

Deficiency Description:

You see paint that is peeling, cracking, flaking, or otherwise deteriorated.

OR

You see a surface that is not painted.

Level of Deficiency:

Level 1: The affected area is larger than 1 square foot, but smaller than 4 square feet.

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

Level 3: N/A

MSHDA: You see any flaking or peeling paint at the ceiling.

- **Water Stains/Water Damage/Mold/Mildew (Unit - 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 than 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.

OR

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

Comments

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

- **Doors (Unit)**

Means of access to the interior of a unit, room within the unit, or closet. 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 Surface Holes/Paint/Rusting/Glass
- Damaged/Missing Screen/Storm/Security Door
- Deteriorated/Missing Seals (Entry Only)
- Missing Door

- **Damaged Frames/Threshold/Lintels/Trim (Unit - 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 *bathroom door or entry 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."

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

- **Damaged Hardware/Locks (Unit - Doors)**

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.

Deficiency Description: Unit door Hardware or locks are damaged.

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.

MSHDA: Note locks removed from interior doors as a deficiency.

3. 504 units have had locks removed. Before you start the inspection, you should be given a list of units relative to 504/FH/ADA. Do not record these missing locks as deficiencies.

MSHDA: In 504 units, the residents should have the same level of security and privacy as in other units. Locks should be replaced with locks meeting the accessibility requirements for accessible locks.

4. For public housing, if a lock on a bedroom door is missing or damaged, do not record it as a deficiency.

MSHDA: Note missing or damaged locks removed from bedroom doors as a deficiency.

OR

Note doors where locks have been reversed resulting in the possibility of being locked into a room, preventing egress in case of emergency. Note this under "Health and Safety - Emergency/Fire Exits".

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 bathroom door, entry door, or fire door does not function, as it should because of damage to the door's hardware.

MSHDA Comment

Fire rated unit entry doors with spring-loaded hinges or closers must self-close and latch for the door to "function as it should".

-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 from exterior to the interior of the unit will not lock.

OR

A key must be used to unlock an exterior door when exiting the unit. This includes storm doors and security doors.

OR

A lock has been removed from an interior door.

OR

A lock has been replaced with hardware that does not match in quality, color or finish, the majority of the doors in the units in the development.

- **Damaged Surface - Holes/Paint/Rusting/Glass (Unit - 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 bathroom door or entry door, this is a Level 3 deficiency.

Level of Deficiency:

Level 1: N/A

Level 2: One interior door--not a bathroom or entry door--has a hole or holes with a diameter ranging from 1/4 inch to 1 inch.

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

IA bathroom door or entry door has Level 2 damage.

Comments

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

• **Damaged/Missing Screen/Storm/Security Door (Unit - 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.

Comments

"Missing" applies only if a security door that should be there is not there.

• **Deteriorated/Missing Seals (Unit - 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.

MSHDA: If a door needs a seal to prevent air infiltration, recommend installation of a seal even if one was not part of the original design.

- **Missing Door (Unit - Doors)**

Deficiency Description: A door is missing.

Note:

1. If a bathroom or entry door is missing, record this as a Level 3 deficiency.
2. If a bedroom door has been removed to improve access for an elderly or handicapped resident, do not record this as a deficiency.

Level of Deficiency:

Level 1: A door is missing, but it is not a bathroom door or entry door.

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

Level 3: A bathroom door or entry door is missing.

-OR

You estimate that more than 50% of the unit doors--not including bathroom doors and entry doors--are missing.

- **Electrical System (Unit)**

The portion of the unit that safely provides electrical power throughout the unit. Includes equipment that provides control, protection, metering, and service.

This inspectable item can have the following deficiencies:

- Blocked Access to Electric Panel
- Burnt Breakers
- Evidence of Leaks Corrosion
- Frayed Wiring
- GFI Inoperable
- Missing Breakers/Fuses
- Missing Covers
- *MSHDA: Service*

- **Blocked Access to Electrical Panel (Unit - Electrical System)**

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 (Unit - Electrical System)**

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 (Unit - Electrical System)**

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 (Unit - Electrical System)**

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."

- **GFI Inoperable (Unit - Electrical System)**

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 manually as “Health and Safety: “Electrical Hazards.”

- **Missing Breakers/Fuses (Unit - Electrical System)**

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 (Unit - Electrical System)**

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

- *MSHDA: Service (Unit - Electrical System)*

Deficiency Description: Electrical Service to the unit has been turned off.

Level of Deficiency:

MSHDA: Electrical Service to the unit has been turned off.

MSHDA Comment

If the Tenant is responsible for paying for electrical service, it is the tenant's responsibility to pay the bill and get the electrical service restored to the unit.

❑ **Floors (Unit)**

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
- Floor Covering Damage
- Missing Flooring/Tiles
- Peeling/Needs Paint
- Rot/Deteriorated Sub-floor
- Water Stains/Water Damage/Mold/Mildew

• **Bulging/Buckling (Unit - 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: Includes carpet that needs to be re-stretched to eliminate folds and loose areas.

- **Floor Covering Damage (Unit - 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 burn marks, cuts, tears, holes or large sections of exposed seams that expose the underlying surface. There is no safety hazard.

Level 3: You estimate that *more than 50%* of the floor covering has burn marks, cuts tears holes, or large sections of exposed seams that expose 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 floor covering not covered by the minimum of 5% mandated by UPCS. This would include items like small gouges in Kitchen or bath vinyl, obvious seams in carpet, unraveling carpet, and loose carpet at borders of living space.

- **Missing Flooring/Tiles (Unit - Floors)**

Deficiency Description: VCT, sheet, vinyl, carpet, or other flooring material is missing.

Note: If you have a single concern about compromised safety, record this as a Level 3 deficiency.

Level of Deficiency:

Level 1: For a single floor, small areas of the floor surface are missing. You estimate that more than 5% but less than 10% of the floors are affected and that this does not cause a safety problem.

Level 2: You estimate that 10-50% of the floors have missing or broken flooring and that this does not cause a safety problem.

Level 3: You estimate that more than 50% of the floors are affected by missing or broken flooring.

OR

Missing or broken flooring causes a single safety problem.

Comments

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

MSHDA: You see large sections of damaged/missing parts, holes that penetrate both the finished floor and the sub-flooring that allow weather or vermin to enter, or trip hazards.

OR

Note any missing flooring.

• Peeling/Needs Paint (Units - 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 (Unit - 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 or spongy flooring--more than 1 square foot, but less than 4 square feet.

Level 3: You see large areas of rot--more than 4 square feet--and applying weight causes noticeable deflection.

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.

• **Water Stains/Water Damage/Mold/Mildew (Unit - 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 area of 4 square inches or more not covered by the minimum of 1 square foot mandated by UPCS.

□ **Hot Water Heater (Unit)**

This inspectable item can have the following deficiencies:

- Inoperable Unit/Components
- Leaking Valves/Tanks/Pipes
- Misaligned Chimney/Ventilation System
- Pressure Relief Valve Missing
- Rust/Corrosion
- *MSHDA: Other Water Heater Items*

- **Inoperable Unit/Components (Unit - Water Heater)**

Deficiency Description: Hot water supply is not available, because the system or system components have malfunctioned.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: After running, water from the hot water taps is not warmer than room temperature.

- **Leaking Valves/Tanks/Pipes (Unit Water Heater)**

Deficiency Description: You see water leaking from any hot water system component, including valve flanges, stems, bodies, domestic hot water tank, or it's piping.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see water leaking.

Comments

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

- **Misaligned Chimney/Ventilation System (Unit - Water Heater)**

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: This includes vent dampers that are not operating properly. If automatic vent dampers were installed in the original development but have been removed, do not record this as a violation.

- **Pressure Relief Valve Missing (Unit - Water Heater)**

Deficiency Description: The pressure relief valve on the unit water heating system is missing or does not extend to within 6” of the floor.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see that the pressure relief valve on the unit water heating system is either missing or does not extend to within 6” of the floor.

- **Rust/Corrosion (Unit -Water Heater)**

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.

- *MSHDA: Other Water Heater Items (Unit - Water Heater)*

Deficiency Description: General items that should be noted.

MSHDA: There are combustible materials within 30" of the water heater. Note under "Health and Safety".

OR

Improper gas line connecting to water heater.

OR

Dielectric fitting not used to connect different type metals in water and fuel supply lines.

❑ **HVAC System (Unit)**

System to provide heating, cooling and ventilation to the unit.

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 have the following deficiencies:

- Convection/Radiant Heat System Covers Missing/Damaged
 - General Rust/Corrosion
 - Inoperable
 - Misaligned Chimney/Ventilation System
 - Noisy/Vibrating/Leaking
 - *MSHDA: Other HVAC*
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- **Convection/Radiant Heat System Covers Missing/Damaged (Unit - 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.

MSHDA: You see bent or damaged convection fins.

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.”

- **General Rust/Corrosion (Unit - HVAC)**

Deficiency Description: You see a component of the system with deterioration from oxidation or corrosion of system parts.

Level of Deficiency

Level 1: You see deterioration from rust and corrosion on the HVAC units in the dwelling unit. The system still provides enough heating or cooling.

MSHDA Comment

This includes corrosion of ducts.

Level 2: N/A

Level 3: N/A

- **Inoperable (Unit - HVAC)**

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

Note: If the HVAC system does not operate because of seasonal conditions, do not record this as a deficiency.

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 thermostat is not working properly to control the temperature.

- **Misaligned Chimney/Ventilation System (Unit - HVAC)**

Deficiency Description: The exhaust system on a gas-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: Flue or pipe not properly secured.

OR

Heavy build up of soot and creosote around chimney or flue.

- **Noisy/Vibrating/Leaking (Unit - 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

- *MSHDA: Other HVAC*

Deficiency Description: Other hazardous conditions associated with heating and cooling systems.

Improper fuel storage or fuel lines.

OR

No shut off valve on gas or fuel oil line.

OR

Combustible material located within 30" of a furnace.

OR

Improper clearance of combustible materials around the flue.

OR

Improper installation or maintenance of the equipment.

OR

Use of unvented fossil fuel burning heaters.

OR

Dirty registers and ducts.

❑ **Kitchen (Unit)**

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
- Countertops – Missing/Damaged
- Dishwasher/Garbage Disposal – Inoperable
- Plumbing - Clogged Drains
- Plumbing - Leaking Faucets/Pipes
- Range Hood/Exhaust Fans - Excessive Grease/Inoperable
- Range/Stove - Missing/Damaged/Inoperable
- Refrigerator - Missing/Damaged/Inoperable

- Sink - Missing/Damaged

- **Cabinets - Missing/Damaged (Unit - Kitchen)**

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.

OR

Cabinets and drawers in senior developments do not have accessible pulls (i.e. "U" shaped pulls).

- **Countertops - Missing/Damaged (Unit - Kitchen)**

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 counter tops.

- **Dishwasher/Garbage Disposal - Inoperable (Unit - Kitchen)**

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

- **Plumbing - Clogged Drains (Unit - Kitchen)**

Deficiency Description: The water does not drain adequately.

Level of Deficiency:

Level 1: The basin does not drain freely.

Level 2: N/A

Level 3: The drain is completely clogged or has suffered extensive deterioration.

- **Plumbing - Leaking Faucets/Pipes (Unit - Kitchen)**

Deficiency Description: You see that a basin faucet or drain connection leaks.

Level of Deficiency:

Level 1: You see a leak or drip that is contained by the basin or pipes, and the faucet is functioning, as it should.

Level 2: N/A

Level 3: You see a steady leak that is having an adverse affect on the surrounding area, and the faucet or pipe is not usable.

- **Range Hood/Exhaust Fans - Excessive Grease/Inoperable (Unit - Kitchen)**

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.

- **Range/Stove - Missing/Damaged/Inoperable (Unit - Kitchen)**

Deficiency Description: The unit is missing or damaged.

Note: Before the inspection starts, you should be given a list of units under 504/FH/ADA. Do not record these disconnected or partially disconnected ranges/stoves as a deficiency.

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

Oven rack is missing.

OR

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

- **Refrigerator - Missing/Damaged/Inoperable (Unit - Kitchen)**

Deficiency Description: The refrigerator is missing or does not cool adequately for the safe storage of food.

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 it is failing).

OR

The refrigerator handle is loose.

OR

The refrigerator is badly dented or scratched.

- **Sink - Missing/Damaged (Unit - Kitchen)**

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

Comment

If a stopper is missing, do not record it as a deficiency. If the plumbing for the sink is leaking, record it under “Building Systems – Sanitary system - Broken/Leaking/Clogged Pipes or Drains”.

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 (Barrier Free), the controls do not meet the requirements for accessible controls.

❑ Laundry Area (Room) (Unit)

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

This inspectable item can have the following deficiencies:

- Dryer Vent - Missing/Damaged/Inoperable
- Dryer Vent - Missing/Damaged/Inoperable (Unit - Laundry Area (Room))

Deficiency Description: 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: Dryer vent is missing or is visually determined to be inoperable (blocked). Dryer exhaust is not effectively vented to the outside.

MSHDA: Plastic flex duct is being used for venting.

OR

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

□ **Lighting (Unit)**

The system to provide illumination to a room or area. Includes fixtures, lamps, and supporting accessories.

This inspectable item can have the following deficiencies:

- **Missing/Inoperable Fixture**

• **Missing/Inoperable Fixture (Unit - Lighting)**

Deficiency Description: A lighting fixture is missing or does not function, as it should. The malfunction may be in the total system or components--excluding light bulbs.

Level of Deficiency:

Level 1: *In one room in a unit*, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

Level 2: *In two rooms*, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the rooms.

Level 3: *In more than two rooms*, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

Comments

If the condition is a health and safety concern, you must record it manually as "Health and Safety: Electrical Hazards." For example, a fixture light hanging from electric wire with no other support is an HQS violation and would be recorded under "Health and Safety: Electrical Hazards."

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

❑ **Outlets/Switches (Unit)**

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:

- **Missing**
- **Missing/Broken Cover Plates**

• **Missing (Unit - Outlets/Switches)**

Deficiency Description: An outlet, switch, or both are missing.

Note: This does not apply to empty junction boxes that were not intended to contain an outlet or switch.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: An outlet, switch, or both are missing.

Comments

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

MSHDA: A light switch or outlet is not working.

• **Missing/Broken Cover Plates (Unit - Outlets/Switches)**

Deficiency Description: The flush plate used to cover the opening around a switch or outlet is damaged or missing.

Level of Deficiency:

Level 1: An outlet or switch has a broken cover plate over a junction box, but this does not cause wires to be exposed.

Level 2: N/A

Level 3: A cover plate is missing, which causes wires to be exposed.

Comments

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

□ **Patio/Porch/Balcony (Unit)**

Adjoining patio, porch, or balcony.

This inspectable item can have the following deficiency:

- **Baluster/Side Railings Damaged**

• **Baluster/Side Railings Damaged (Patio/Porch/Balcony)**

Deficiency: A baluster or side railing on the porch/patio/balcony is loose, damaged, or does not function, which limits the safe use of this area.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

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

□ **Smoke Detector (Unit)**

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.

MSHDA Comment

MSHDA Standards of Design require the smoke detectors installed in living units at the time of construction to be hard-wired Photoelectric. At some developments, smoke detectors have been added in areas where not originally required by code, i.e. in bedrooms, basements, at unit stairways, near kitchens

when bedrooms were at the level above the kitchen level. They should be photoelectric in living areas. If not hard-wired, these should be the 5-year (Minimum Battery Life) non-removable lithium battery type of detector.

This inspectable item can have the following deficiencies:

- **Missing/Inoperable**
- **Missing/Inoperable (Unit - Smoke Detector)**

Deficiency Description: A smoke detector will not activate or is missing.

Note:

1. There must be at least one smoke detector on each level.
2. 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: You see a damaged base or housing.

OR

You hear a periodic chirp from a detector (indicating the battery is dead or has been removed).

OR

There is an operable detector on each level but there are additional detectors that are not functioning. (If the detector does not function because it has been disconnected, note this in the comments for the deficiency.)

□ **Stairs (Unit)**

Series of 4 or more steps or flights of steps joined by landings connecting levels of a unit. 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 (Unit - Stairs)**

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

MSHDA Comment

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

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: A step is broken or missing.

MSHDA: Steps are not properly secured to supporting structure.

MSHDA Comment

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

- **Broken/Missing Hand Railing (Unit - 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 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 is rough or splintered and could cause injury to someone using the handrail.

MSHDA Comment

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

❑ **Walls (Unit)**

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 (Unit - Walls)**

Deficiency Description: A wall is bowed, deflected, sagged, or is no longer vertically aligned.

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: You see bulging, buckling, sagging, or that the wall is no longer vertically aligned.

MSHDA: You find damaged or loose structural members.

Comments

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

• **Damaged (Unit - 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: This does not include small holes created by 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 inch 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: You see indentations in the 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.

OR

Loose or broken ceramic tile or areas that need re-grouting at the tub/shower surround to prevent water from penetrating the tile surface.

- **Damaged/Deteriorated Trim (Unit - 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 (Unit - Walls)**

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

Or

A surface is not painted.

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, do not note small chips at doorways or walks caused by normal use, furniture scrapes, etc.

- **Water Stains/Water Damage/Mold/Mildew (Unit - 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.

Comments

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

MSHDA: Note any areas of mold or mildew except minor areas of mold or mildew at tile tub surrounding grout (site should use

mildew resistant sealant at all wet areas such as tubs, sinks, and laundries so sealants should not be discolored).

□ **Windows (Unit)**

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**

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.

• **Damaged Window Sill (Unit - 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 (Unit - 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: 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.

OR

A window will not close.

- **Missing/Deteriorated Caulking/Seals (Unit - Windows)**

Deficiency Description: The caulking or seal that resists weather is 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 a window that, when closed, does not form a reasonably tight seal and allows serious drafts to enter.

OR

You see any areas of missing or failed caulk or seals.

- **Peeling/Needs Paint (Unit - 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 (Unit - Windows)**

Deficiency Description: Exiting (egress) is severely limited or impossible, because security bars are damaged or improperly constructed or installed. Security bars that are designed to open should open. If they do not open, record a deficiency.

Note: Inspector should verify that the security bars, if opened, do not activate an alarm that would alarm or summon outside authorities (police, etc.).

Level of Deficiency:

Level 1: N/A

Level 2: N/A

Level 3: Exiting or egress is severely limited or impossible, because security bars are damaged, improperly constructed/installed, or security bars that are designed to open cannot be readily opened.

