

# UPCS Plus Inspection

## Updated: 09/27/10

### Site Inspectable Items

#### List of Inspectable Items

- ❑ Fencing and Gates
- ❑ Grounds
- ❑ Mailboxes/Project Signs
- ❑ Market Appeal
- ❑ Parking Lots/Driveways/Roads
- ❑ Play Areas and Equipment
- ❑ Refuse Disposal
- ❑ Retaining Walls
- ❑ Storm Drainage
- ❑ Walkways/Steps
- ❑ *MSHDA Landscaping*
- ❑ *MSHDA Irrigation*
- ❑ *MSHDA Site Lighting*

#### ❑ **Fencing and Gates (Site)**

This inspectable item can have the following deficiencies:

- Holes (Fencing and Gates)
- Holes/Missing Sections/Damaged/Falling/Leaning (Fencing and Gates)

#### ● **Holes (Site – Fencing and Gates)**

**Deficiency:** There is an opening or penetration in any fence or gate designed to keep intruders out or children in. Look for holes that could allow animals to enter or could threaten the safety of children.

Note: If the fence or gate is not designed to keep intruders out or children in – such as a rail fence – do not evaluate it for holes.

Level of Deficiency:

Level 1: The hole is smaller than 6 inches by 6 inches.

Level 2: N/A

Level 3: The hole is larger than 6 inches by 6 inches.

*MSHDA: Record any amount of damage or deterioration including but not limited to: Rust, flaking, peeling paint, flaking, peeling stain, fence out of plumb, fence sagging or out of level, bars or rails bent, and missing or damaged components, including decorative elements (clips, bolts, latches, post caps, etc).*

- **Holes/Missing Sections/Damaged/Falling/Leaning (Site – Fencing and Gates)**

Deficiency: A fence or gate is rusted, deteriorated, or uprooted which may threaten security, health, or safety.

Note: Gates for swimming pool fences are covered in another section, “Common Areas – Pools and Related Structures.”

Level of Deficiency: Deficiencies in exterior fences, security fences, and gates are a higher level than interior fences and gates.

Level 1: N/A

Level 2: An interior fence or gate is so damaged that it does not function, as it should.

OR

An exterior fence, security fence, or gate shows signs of deterioration, but still functions as it should, and it presents no risk to security or safety.

Level 3: An exterior fence, security fence, or gate is no longer there.

OR

An exterior fence, security fence, or gate is damaged and does not function as it should or could threaten safety or security.

- **Grounds (Site)**

(This does not include land not owned or under the control of the housing provider.)

This inspectable item can have the following deficiencies:

- **Erosion/Rutting Areas (Grounds)**

- Overgrown/Penetrating Vegetation (Grounds)
- Ponding/Site Drainage (Grounds)

- **Erosion/Rutting Areas (Site - Grounds)**

**Deficiency Description:** Natural processes--weathering, erosion, or gravity—or man-made processes have caused either of these conditions:

Collection or removal of surface material.

OR

Sunken tracks, ruts, grooves, or depressions. (This does not include erosion/rutting from a defined storm drainage system or in a play area. These are covered in these sections: “Site - Storm Drainage” and “Site - Play Areas and Equipment”.)

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Erosion has caused surface material to collect, leading to a degraded surface that would likely cause water to pool in a confined area--especially next to structures, paved areas, or walkways.

OR

A rut/groove is 6-8 inches wide and 3-5 inches deep.

**Level 3:** Runoff has extensively displaced soil, which has caused visible damage or the potential failure of adjoining structures or systems--pipes, pavements, foundations, building, etc.

OR

Advanced erosion threatens the safety of pedestrians or makes an area of the grounds unusable.

OR

There is a rut larger than 8 inches wide by 5 inches deep.

*MSHDA: Note any erosion less than that required under UPCS in the areas covered by UPCS*

- **Overgrown/Penetrating Vegetation (Site - Grounds)**

**Deficiency Description:** Plant life has spread to unacceptable areas, unintended surfaces, or has grown in areas where it was not intended to grow.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Vegetation is extensive and dense; it is difficult to see broken glass, holes, and other hazards.

OR

Vegetation contacts or penetrates an unintended surface--buildings, gutters, fences/walls, roofs, HVAC units, etc.--but you see no visible damage.

OR

Extensive, dense vegetation obstructs the intended path of walkways or roads, but the path is still passable.

**Level 3:** Plants have visibly damaged a component, area or system of the property, or have made them unstable/impassable.

- **Ponding/Site Drainage (Site - Grounds)**

**Deficiency Description:** Water or ice has collected in a depression or on ground where ponding was not intended.

**Note:**

1. This does not include detention/retention basins or ponding on paved areas, such as parking lots:
  - Detention/retention basins are covered in "Site - Storm Drainage".
  - Ponding on paved areas is covered in "Parking Lots/Driveways/Roads".
2. If there has been measurable precipitation (1/10 inch or more) during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or long-standing problem.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** An accumulation of water (3-5 inches deep) affects the use of a section of the grounds, but the grounds are generally usable.

**Level 3:** There is an accumulation of more than 5 inches.

OR

Accumulation has made a large section of the grounds—more than 20%-- unusable for its intended purpose. (For example, ponding has made a recreational field unusable.)

*MSHDA: Note ponding of ½" or more in any area of 25 square feet or more at building foundations, planting areas, or along obvious pedestrian routes.*

❑ **Mailboxes/Project Signs (Site)**

(This does not include mailboxes owned and maintained by the US Postal Service, such as the “Blue Boxes” or Commercial deposit boxes, i.e. FedEx, UPS, or signs owned and maintained by the city.)

This inspectable item can have the following deficiencies:

- Mailbox Missing/Damaged (Mailboxes/Project Signs)
- Signs Damaged (Mailboxes/Project Signs)

• **Mailbox Missing/Damaged (Site - Mailboxes/Project Signs)**

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

**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.

*MSHDA: The box needs to be protected from rust by painting.*

OR

*The box needs to be secured to the supporting structure.*

- **Signs Damaged (Site - Mailboxes/Project Signs)**

**Deficiency Definition:** The project sign is not legible or readable because of deterioration or damage.

**Level of Deficiency:**

**Level 1:** The sign is damaged, vandalized, or deteriorated, and cannot be read from a reasonable distance (for example, 20 feet).

**Level 2:** N/A

**Level 3:** N/A

*MSHDA: The sign is obviously out of plumb and (or) level.*

OR

*Signs need paint, stain or masonry sealer to protect from excessive weathering.*

OR

*Masonry signs need brick replacement or mortar pointing.*

OR

*Signs need Accessibility or Fair Housing icons. (Icons must be as large as the phone numbers on the sign.)*

- **Market Appeal (Site)**

**Note:** Evaluate only those areas or structures that are under the control of the housing provider.

This inspectable item can have the following deficiencies:

- Graffiti (Market Appeal)
- Litter (Market Appeal)

- **Graffiti (Site - Market Appeal)**

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

**Deficiency Description:** You see crude inscriptions or drawings, scratched, painted, or sprayed on a building surface, retaining wall, or fence, that the public can see from 30 feet away.

**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.

*MSHDA: You see graffiti in any location that is noticeable from a distance of less than 30 feet.*

- **Litter (Site - Market Appeal)**

**Note:** Judge litter as you would judge the condition of a city park in America. *Do not include these as litter:*

1. Litter left behind in the path of a recent garbage collection.
2. Litter that maintenance personnel are collecting and removing during your inspection.

**Deficiency Description:** There is a disorderly accumulation of objects on the property--especially carelessly discarded trash.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** You see excessive litter on the property.

**Level 3:** N/A

- **Parking Lots/Driveways/Roads (Site)**

An area for parking motorized vehicles begins at the curbside and includes all parking lots, driveways, or roads within the property lines that are under the control of the housing provider.

**Note:** Evaluate those under the control of the housing provider.

This inspectable item can have the following deficiencies:

- Cracks (Parking Lots/Driveways/Roads)
- Ponding (Settlement/Heaving (Parking Lots/Driveways/Roads)
- Potholes/Loose Material (Parking Lots/Driveways/Roads)
- Settlement/Heaving (Parking Lots/Driveways/Roads)
- Parking Lot Striping

- **Cracks (Site - Parking Lots/Driveways/Roads)**

**Deficiency Description:** There are visible faults in the pavement: longitudinal, lateral, alligator, etc.

**Note:**

1. Do not include cracks on walkways/steps. For this to be a level 2 deficiency, 5% of the parking lots must be impacted—50 out of 1,000 square feet, for example.
2. Relief joints are there by design; do not consider them cracks.
3. When observing trafficability, consider the capacity to support people on foot, in wheelchairs, and using walkers, etc.—and the potential for problems and hazards.
4. For parking lots only, note a deficiency if you see cracks on more than 5% of the parking spaces.
5. For driveways/roads note a deficiency if you see cracks on more than 5% of the driveways/roads.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Cracks greater than  $\frac{3}{4}$  inch, hinging/tilting, missing section(s) that affect traffic ability over more than 5% of the parking lots/driveways/roads.

**Level 3:** N/A

**Comments**

**Level 2:** If the height differential is greater than  $\frac{3}{4}$  inch, consider this a safety hazard. If the condition of the surface could cause tripping or falling, you must manually record this deficiency as “Health and Safety: Hazards.”

- **Ponding (Site - Parking Lots/Driveways/Roads)**



**Deficiency Description:** Water or ice has accumulated in a depression on an otherwise flat plane.

**Note:**

1. Consider the impact of *any measurable precipitation*—1/10 inch or more—during the last 48 hours. Note the deficiency only if there is clear evidence that the ponding is a persistent or long-standing problem.
2. For parking lots only, note a deficiency if you see ponding on more than 5% of the parking spaces.
3. For driveways/roads, note a deficiency if you see ponding on more than 5% of the driveways/roads.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Less than 3 inches of water has accumulated, affecting the use of 5% or more of a parking lot/driveway; the parking lot/driveway is passable.

**Level 3:** 3 inches of water—or more--has accumulated making 5% or more of a parking lot/driveway unusable or unsafe.

*MSHDA: Any ponding water or ice of 9 square feet or more.*

OR

*Any depressions caused by the wheels of vehicles indicating problems with proper compaction of subgrade.*

OR

*Any ponding water or ice in a location that would present an obvious hazard (i.e.) at a building entry, dumpster location used by the residents, or where a person would get into or out of a car, (Also note under "Health and Safety: Hazards - Other").*

• **Potholes/Loose Material (Site - Parking Lots/Driveways/Roads)**

**Deficiency:**

- A hole caused by road surface failure.

OR

- Loose, freestanding aggregate material caused by deterioration.

**Level of Deficiency:**

**Level 1:** Potholes or loose material have caused the pavement to fail, exposing the subsurface.

**Level 2:** N/A

**Level 3:** Potholes or loose material have made a parking lot/driveway unusable/impassable for vehicles and/or pedestrians.

**Comments**

If the excessively irregular surface could cause tripping or falling, you must manually record this deficiency as “Health and Safety: Hazards.”

- **Settlement/Heaving (Site - Parking Lots/Driveways/Roads)**

**Deficiency:** The pavement sinks or rises because of the failure of subbase materials.

**Note:** If you see that water or ice has collected in the depression, record this under Ponding.

**Level of Deficiency:**

**Level 1:** Cracks and deteriorated surface material give evidence of settlement/heaving.

**Level 2:** N/A

**Level 3:** Settlement/heaving has made a parking lot/driveway unusable/impassable or creates unsafe conditions for pedestrians and vehicles.

**Comments**

**Level 3:** If the excessively irregular surface could cause tripping or falling, you must manually record this deficiency as “Health and Safety: Hazards.”

- **Parking Lot Striping**

**Deficiency:** *Pavement needs striping because none exists or existing stripes are to faint.*

**Level of Deficiency:**

**MSHDA:** *Striping is missing or severely deteriorated*

## ❑ **Play Areas and Equipment (Site)**

An outdoor area set aside for recreation or play, especially one containing equipment such as seesaws and swings.

This inspectable item can have the following deficiencies:

- **Damaged/Broken Equipment (Play Areas and Equipment)**
- **Deteriorated Play Area Surface (Play Areas and Equipment)**

### • **Damaged/Broken Equipment (Site - Play Areas and Equipment)**

**Deficiency Description:** Equipment is broken into pieces, shattered, incomplete, or inoperable.

**Note:** Do not evaluate equipment that the authority states have been withdrawn from service, except when safety is still a concern--sharp edges, dangerous leaning, etc. For example, if the authority removed the net and hoop from a basketball backboard and the backboard poses no safety hazards, it is not a deficiency.

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

**Level 1:** You see that *some of the equipment*--20-50%--does not operate as it should, but poses no safety risk.

**Level 2:** You see that *most of the equipment*--more than 50%--does not operate as it should, but poses no safety risk.

**Level 3:** You see equipment that poses a *threat to safety* and could cause injury.

*MSHDA: You see any equipment that does not function, as it should.*

OR

*Any equipment that needs protection to prevent deterioration due to weather (i.e. wood or metal equipment that needs paint or stain.)*

### • **Deteriorated Play Area Surface (Site - Play Areas and Equipment)**

**Deficiency Description:** You see damage to a play area caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** 20-50% of the total surveyed play area surface shows deterioration.

**Level 3:** More than 50% of the surveyed play area surface shows deterioration.

**Comments**

**Note:** If the play area surface could cause tripping or falling, you must manually record this deficiency as “Health and Safety: Hazards.”

*MSHDA: Evidence of animal fecal material in the play area.  
(Record under “Health and Safety – Other”)*

OR

*Any deterioration to the playing area surface caused by erosion.*

□ **Refuse Disposal (Site)**

Collection areas for trash/garbage common pick-up.

This inspectable item can have the following deficiencies:

- Broken/Damaged Enclosure-Inadequate Outside Storage Space (Refuse Disposal)
  
- Broken/Damaged Enclosure-Inadequate Outside Storage Space (Site – Refuse Disposal)

**Deficiency Description:** The outdoor enclosed area used as a trash/refuse site is broken or damaged, including its walls, or, too small to properly store refuse until disposal.

This does not include areas that are not designed as trash/refuse enclosures, such as curb pick-up.

**Note:** Address the condition of the disposal area slab under Parking Lots/Driveways/Roads.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** A single wall or gate of the enclosure has collapsed or is leaning and is in danger of falling.

OR

Trash cannot be stored in the designated area because it is too small to store refuse until disposal.

**Level 3:** N/A

*MSHDA: A section of the dumpster enclosure has damage such as holes, missing parts, or damaged surfaces.*

OR

*The enclosure is in need of normal protection from the elements (i.e. in need of coating with stain or paint).*

#### ❑ **Retaining Walls (Site)**

A wall built to support or prevent the advance of a mass of earth or water.

This inspectable item can have the following deficiencies:

- **Damaged/Falling/Leaning (Retaining Walls)**
  
- **Damaged/Falling/Leaning (Site - Retaining Walls)**

**Deficiency Description:** A retaining wall structure is deteriorated, damaged, falling, or leaning.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** A retaining wall shows some signs of deterioration, but it still functions as it should, and it is not a safety risk.

**Level 3:** A retaining wall is damaged and does not function as it should or is a safety risk.

#### ❑ **Storm Drainage (Site)**

System used to collect and dispose of surface runoff water through the use of culverts, underground structures, or natural drainage features, e.g., swales, ditches, etc.

This inspectable item can have the following deficiencies:

- **Damaged/Obstructed (Storm Drainage)**

- **Damaged/Obstructed (Site - Storm Drainage)**

**Deficiency Description:** Storm drains are structurally unsound, are blocked by accumulated debris, or present other safety hazards.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** The system is partially blocked by a large quantity of debris, causing backup into adjacent area(s).

**Level 3:** The system is completely blocked or a large segment of the system has failed because a large quantity of debris has caused:

Backups into adjacent area(s).

OR

Runoffs into areas where runoffs are not intended.

*MSHDA: There is damage to a storm structure such as a catch basin (i.e. base, walls, pipe inlets and outlets, ladder or cover).*

OR

*The storm system is partially blocked by a small quantity of debris limiting flow, but not resulting in long term backup.*

- **Walkways/Steps (Site)**

Passages for walking and the structures that allow for changes in vertical orientation.

MSHDA Comment

*This includes porches, patios and their associated steps at building and unit exteriors.*

This inspectable item can have the following deficiencies:

- Broken/Missing Hand Railing (Walkways/Steps)
- Cracks/Settlement/Heaving (Walkways/Steps)
- Spalling (Walkways/Steps)

- **Broken/Missing Hand Railing (Site - Walkways/Steps)**

**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 missing, damaged, loose, or otherwise unusable.

*MSHDA: Any Handrail is missing, damaged, loose, or otherwise unusable.*

OR

*Any handrail is in need of protection from deterioration, i.e. in need of paint or stain.*

- **Cracks/Settlement/Heaving (Site - Walkways/Steps)**

**Deficiency Description:**

- Visible faults in the pavement: longitudinal, lateral, alligator, etc.

OR

- Pavement that sinks or rises because of the failure of subbase materials.

**Note:**

1. Do not include cracks on parking lots/driveways or roads.
2. For this to be a level 2 deficiency, 5% of the walkways must be impacted--50 out of 1,000 square feet, for example.

3. Relief joints are there by design; do not consider them cracks.
4. When observing traffic ability, consider the capacity to support pedestrians, wheelchairs, and people using walkers.

**Level of Deficiency:**

**Level 1:** N/A

**Level 2:** Cracks greater than  $\frac{3}{4}$ " , hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property's walkways/steps.

**Note:** If the walkways or steps could cause tripping or falling, you must manually record this deficiency as "Health and Safety: Hazards."

**Level 3:** N/A

- **Spalling (Site - Walkways/Steps)**

**Deficiency Description:** A concrete or masonry walkway is flaking, chipping, or crumbling--possibly exposing underlying reinforcing material. This is a defect if 5% or more of the property's walkways/steps are affected (50 square feet out of 1,000 square feet, for example. When observing traffic ability, consider the capacity to support people on foot, in wheelchairs, and using walkers.)

**Level of Deficiency:**

**Level 1:** More than 5% of the walkway/steps have small areas of spalling--4 inches by 4 inches or less.



**Level 2:** More than 5% of the walkway/steps have large areas of spalling—larger than 4 inches by 4 inches—and this affects traffic ability.

**Level 3:** N/A

### ❑ *MSHDA Irrigation*

*This Inspectable Item can have the following Deficiencies:*

- *Irrigation not functioning (Site - Irrigation)*
  
- *Irrigation not functioning (Site - Irrigation)*

*Deficiency Description: The system for supplying water to the lawns and planting areas is not functioning properly or is not being used properly, evidenced by stressed turf and (or) plants.*

*Level of Deficiency:*

*MSHDA: Irrigation system not functioning.*

OR

*Parts of the irrigation system not functioning as intended, i.e. damaged heads, lines, quick couplers, and controls.*

OR

*Part of the irrigation system is spraying buildings, walks, or other areas that may cause staining, damage, hazards, or other problems.*

### ❑ *MSHDA Landscaping*

*The trees, shrubs lawn and other landscaping areas on the site.*

*This inspectable item can have the following deficiencies:*

- *Fountains and Water Features*
- *Planting Beds*
- *Trees and or Shrubs*

- *Fountains and Water Features*

*Deficiency Description: Fountains or other water features are not functioning as they were intended to.*

*Level of Deficiency*

*MSHDA: Fountains or other water features are not functioning as they were intended to.*

- *Planting Beds (Site – Landscaping)*

*Deficiency Description: Planting beds need mulch or weeding.*

*Level of Deficiency:*

*MSHDA: Mulch needs to be replaced or topped up.*

OR

*Borders need to be re-cut or edging needs to be repaired, replaced, or pushed back down into proper level.*

- *Trees and or Shrubs (Site – Landscaping)*

*Deficiency Description: Trees and shrubs are not acceptable.*

*Level of Deficiency:*

*MSHDA: You see dead or dying plants.*

OR

*Trees and shrubs show signs of disease or insect infestation or damage.*

OR

*Branches of plants or trees need to be pruned and (or) need to be thinned out.*

OR

*Plantings pruned or damaged to the point that the shape is unacceptable.*

OR

*Root balls are exposed above the surrounding grade.*

OR

*Root ball wire wrapping needs to be cut back to 6" below grade.*

OR

*Tree limbs overhang roof areas presenting potential for damage to roof surfaces.*

#### ❑ *MSHDA Site Lighting*

*This inspectable item can have the following deficiencies:*

- *Site Lighting not functioning as designed*
  
- *Site Lighting not functioning as designed*

*Deficiency Description: Site lighting not functioning as it should. This is evidenced by insufficient lighting on Pedestrian and vehicular routes to insure safety and security.*

*Level of Deficiency:*

*MSHDA: You see lamps not operating properly.*

OR

*Damage to poles or light bases, including poles or bases out of plumb.*

OR

*Fixtures or poles not properly secured.*

OR

*Missing or damaged covers for bolts and nuts that secure poles to bases (If provided in the original construction).*

OR

*Trees or other plantings that have grown to the point that they block the light from lighting areas it was originally supposed to illuminate.*