



# **UPCS Plus MSHDA Deficiencies Only 09/27/10**

This manual covers items that are in addition to deficiencies defined by the Uniform Physical Conditions Standards (UPCS) published by HUD. For MSHDA's UPCS Plus inspections all deficiencies defined by HUD's UPCS and these additional MSHDA only items must be followed.

Programs Covered by UPCS Plus:

- Section 8 and Section 236 Programs
- MSHDA Direct Loan Programs (including 1%, 70/30, 80/20, Taxable Bonds, TEAM, HOME Team Advantage)
- HOME
- Neighborhood Preservation Program (NPP)
- Special Housing
- Any Program Combination That Contains One Of The Above Programs





## **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)**

- **Holes (Site – Fencing and Gates)**

- 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).

### ❑ **Grounds (Site)**

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

- Note any erosion less than that required under UPCS in the areas covered by UPCS

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

- 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)**

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

- The box needs to be protected from rust by painting.

- The box needs to be secured to the supporting structure.
- **Signs Damaged (Site - Mailboxes/Project Signs)**
  - The sign is obviously out of plumb and (or) level.
  - Signs need paint, stain or masonry sealer to protect from excessive weathering.
  - Masonry signs need brick replacement or mortar pointing.
  - Signs need Accessibility or Fair Housing icons. (Icons must be as large as the phone numbers on the sign.)
- **Market Appeal (Site)**
  - **Graffiti (Site - Market Appeal)**
    - You see graffiti in any location that is noticeable from a distance of less than 30 feet.
- **Parking Lots/Driveways/Roads (Site)**
  - **Ponding (Site - Parking Lots/Driveways/Roads)**
    - Any ponding water or ice of 9 square feet or more.
    - Any depressions caused by the wheels of vehicles indicating problems with proper compaction of subgrade.
    - 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”).
  - **Parking Lot Striping**
    - Striping is missing or severely deteriorated
- **Play Areas and Equipment (Site)**
  - **Damaged/Broken Equipment (Site - Play Areas and Equipment)**
    - You see any equipment that does not function, as it should.
    - 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)**

- Evidence of animal fecal material in the play area. (Record under “Health and Safety – Other”)
- Any deterioration to the playing area surface caused by erosion.

- **Refuse Disposal (Site)**

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

- A section of the dumpster enclosure has damage such as holes, missing parts, or damaged surfaces.
- The enclosure is in need of normal protection from the elements (i.e. in need of coating with stain or paint).

- **Storm Drainage (Site)**

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

- There is damage to a storm structure such as a catch basin (i.e. base, walls, pipe inlets and outlets, ladder or cover).
- The storm system is partially blocked by a small quantity of debris limiting flow, but not resulting in long term backup.

- **Walkways/Steps (Site)**

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

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

- Any Handrail is missing, damaged, loose, or otherwise unusable.
- Any handrail is in need of protection from deterioration, i.e. in need of paint or stain.

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

- Note cracks over 1/16” wide and displacement over 1/16” vertically at walkways and steps.
- Note any hazard to the residents of the inspected development on city walks adjacent to the property and between the property and the street. Note on the item that this is off site.

- Remedy for an off-site deficiency: Site Management writes a letter to the city or municipality responsible for the walk, requesting that they correct the deficiency. Ask Site Management to include a copy of the letter with the response to the inspection.

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

- Any spalling of 1/8" depth or more.

- **MSHDA 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: M

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

- **Fountains and Water Features**

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

Level of Deficiency: M

- 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: M

- Mulch needs to be replaced or topped up.
- 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: M

- You see dead or dying plants.
- Trees and shrubs show signs of disease or insect infestation or damage.
- Branches of plants or trees need to be pruned and (or) need to be thinned out.
- Plantings pruned or damaged to the point that the shape is unacceptable.
- Root balls are exposed above the surrounding grade.
- Root ball wire wrapping needs to be cut back to 6" below grade.
- Tree limbs overhang roof areas presenting potential for damage to roof surfaces.

- **MSHDA Site Lighting**

- **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: M

- You see lamps not operating properly.
- Damage to poles or light bases, including poles or bases out of plumb.
- Fixtures or poles not properly secured.
- Missing or damaged covers for bolts and nuts that secure poles to bases (If provided in the original construction).
- Trees or other plantings that have grown to the point that they block the light from lighting areas it was originally supposed to illuminate.

## **Building Exterior Inspectable Items**

### List of Inspectable Items

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

### ❑ **Doors (Building Exterior)**

- **Damaged Hardware/Locks (Building Exterior - Doors)**

- Door required for security is not lockable.
- An Exterior door required for security does not self-close and latch.
- The key in possession of site management will not open the door.

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

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

### ❑ **Fire Escapes (Building Exterior)**

- **Blocked Egress/Ladders (Building Exterior - Fire Escapes)**

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

- **Visibly Missing Components (Building Exterior - Fire Escapes)**

- Insecure railing or handrails.

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



## ❑ Foundations (Building Exterior)

### • Cracks/Gaps (Building Exterior - Foundations)

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

### • Spalling/Exposed Rebar (Building Exterior - Foundations)

- You see any obvious spalling or damage to the foundation.

## ❑ Lighting (Building Exterior)

### • Broken Fixtures/Bulbs (Building Exterior - Lighting)

Comment: Patio lights that are switched from within a living unit are noted under “Units – Lighting”.

- Lighting insufficient for security of the residents.
- Lighting glare temporarily prevents a person from seeing what they are supposed to see.
- Lighting that spills over into unit windows resulting in unwanted light in the unit, especially in bedrooms.

## ❑ Roofs (Building Exterior)

### • Damaged Soffits/Fascia (Building Exterior - Roofs)

- This includes soffit vents that are clogged or blocked, preventing proper attic ventilation.
- Damage to fascia or soffit that could allow insects or animals to enter the attic or soffit area.

### • Damaged/Clogged Drains (Building Exterior - Roofs)

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

- There is no overflow drain on a roof completely contained by parapet walls.
- A roof drain cover is damaged or missing.

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

- Missing walkway protection.

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

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

- **Walls (Building Exterior)**

- **Damaged Chimneys (Building Exterior - Walls)**

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

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

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

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

- You see any mortar joints that need pointing.

- **Windows (Building Exterior)**

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

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

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

- **Damaged/Missing Screens (Building Exterior - Windows)**

- Note any torn, damaged or missing screens.

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

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

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

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

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

- Windows in high-rise buildings need to be cleaned (if site management rather than the resident is responsible for keeping the windows clean).
- You see any failed caulk or missing glazing compound indicating that management is not checking and re-glazing windows as needed at least yearly.

## **Building Systems Inspectable Items**

Items to inspect for “Building Systems” are as follows:

- ❑ Domestic Water
- ❑ Electrical System
- ❑ Elevators
- ❑ Emergency Power
- ❑ Exhaust System
- ❑ Fire Protection
- ❑ HVAC
- ❑ Sanitary System

### ❑ **Domestic Water (Building Systems)**

#### • **Leaking Central Water Supply (Building Systems - Domestic Water)**

Comment: If there is no hot and (or) cold water supply to a living unit and the Owner is responsible for the water, the unit fails HQS. If the tenant is responsible for the water utility, the tenant is responsible to solve the violation.

#### • **Misaligned Chimney/Ventilation System (Building Systems - Domestic Water)**

Comment: Note the area affected by the emissions.

- Automatic vent damper is not functioning properly.
- Exhaust vent is not properly capped at roof allowing moisture into the vent.
- Vent is incorrect size or type for the application.

#### • **MSHDA: Domestic Water Line Insulation (Building Systems - Domestic Water)**

Deficiency Description: Water lines do not have insulation to keep water hot or vapor barrier to prevent water damage to surrounding surfaces due to condensation.

Level of Deficiency: M

- Insulation is missing at water mains and lines  $\frac{3}{4}$ " or more on hot water lines.
- Vapor barrier is missing at cold water lines resulting in condensation resulting in damage to or discoloration of local surfaces.

## ❑ **Electrical System (Building Systems)**

- **Evidence of Leaks/Corrosion (Building Systems - Electrical System)**
  - You note surface rust that does not affect the function of the equipment.
- **Missing Covers (Building Systems - Electrical System)**
  - You see any missing electrical cover.

## ❑ **Elevators (Building Systems)**

- **Not Operable (Building Systems - Elevators)**
  - Elevator needs roller repair.
  - Elevator does not stop level with floor by  $\frac{1}{4}$ " to  $\frac{3}{4}$ ". See Elevators in "Health and Safety" for an elevator that is misaligned with the floor by more than  $\frac{3}{4}$ ".
  - You see damage to elevator controls, walls, ceiling or floor surfaces.

## ❑ **Emergency Power (Building Systems)**

- **Run-Up Records/Documentation Not Available (Building Systems - Emergency Power)**

Comment: If the generator is on an automatic timer, site is to create a log of the run times and maintain 12 months worth on site.

## ❑ **Fire Protection (Building Systems)**

- **Missing Sprinkler Head (Building Systems - Fire Protection)**

Comment: A sprinkler head is recessed into the wall or near an obstruction to the point that the spray pattern would not reach areas that should be covered by that head is "blocked".

- **Missing/Damaged/Expired Extinguishers (Building Systems - Fire Protection)**

- Glass in extinguisher cabinet doors is missing or broken. Note: If the condition is a Health and Safety concern, you must record it manually as "Health and Safety; Hazards."
- The tool used to gain access to the extinguisher is missing.

## □ HVAC (Building Systems)

- **Fuel Supply Leaks (Building Systems - HVAC)**

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

- **Misaligned Chimney/Ventilation System (Building Systems - HVAC)**

- Automatic vent dampers are not working properly.

## □ Sanitary System (Building Systems)

- **Broken/Leaking/Clogged Pipes or Drains (Building Systems - Sanitary System)**

- You smell sewer gas, indicating that water in traps may have evaporated.
- You note that rubber fittings connecting piping are cracked and in danger of failing, even if no present leaks are noted.

- **Missing Drain/Cleanout/Manhole Covers (Building Systems - Sanitary System)**

- Floor drain cover is wrong type for the application.

## 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

### ❑ **Other Community Spaces (Common Areas)**

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

## Common Area Inspectable Items

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

- ❑ Baluster/Side Railings
- ❑ Cabinets
- ❑ Call-for-Aid
- ❑ Ceiling
- ❑ Chutes
- ❑ Countertops
- ❑ Dishwasher/Garbage Disposal
- ❑ Doors
- ❑ Dryer Vent
- ❑ Electrical
- ❑ Fencing - Damaged/Not Intact
- ❑ FHEO
- ❑ Floors
- ❑ GFI – Inoperable
- ❑ Graffiti
- ❑ HVAC
- ❑ Lavatory/Sink
- ❑ Lighting
- ❑ Mailboxes
- ❑ Outlets/Switches/Cover Plates
- ❑ Pedestrian/wheelchair Ramp
- ❑ Plumbing
- ❑ Pool
- ❑ Range Hood/Exhaust Fans
- ❑ Range/Stove
- ❑ Refrigerator
- ❑ Restroom Cabinet
- ❑ Shower/Tub
- ❑ Sink
- ❑ Smoke Detector
- ❑ Stairs/Hand Railings
- ❑ Ventilation/Exhaust System
- ❑ Walls
- ❑ Water Closet/Toilet
- ❑ Windows

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

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

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

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

## ❑ **Cabinets (Common Areas)**

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

- Note any damage to cabinets as described under “Deficiency” above.

## ❑ **Call-for-Aid (Common Areas)**

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

Comment: Note any damaged components.

## ❑ **Ceiling (Common Areas)**

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

- Include acoustical ceiling grids that are out of line in this item.

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

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

## ❑ **Chutes (Common Areas)**

### • **Chutes Damaged/Missing Components (Common Areas)**

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



- The soap holder/spray assembly for washing down the chute is not functioning.

## □ **Countertops (Common Areas)**

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

- Note any damage to countertops.

## □ **Doors (Common Areas)**

Comment: Note the location of each door that has a deficiency.

### • **Damaged Frames/Threshold/Lintels/Trim (Common Areas - Doors)**

- Note damage to these door components even if the damage does not result in the door not functioning.

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

- Door required for security will not lock.
- Note locks removed from interior doors.
- A lock replaced with hardware that does not match the originally installed hardware in quality, color or finish.

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

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)**

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

## □ **Dryer Vent (Common Areas)**

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

- Dryers are not ducted to the exterior
- Plastic or other non-UL rated flex duct is being used for venting.

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

□ **Electrical (Common Areas)**

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

- Note surface rust to be removed and equipment to be painted to protect from corrosion.

□ **Fencing (Common Areas)**

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

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

□ **FHEO**

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

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

□ **Floors (Common Areas)**

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

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

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

- 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.

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)**
  - Note any area not covered by the minimum of 1 square foot mandated by UPCS.
- **Rot/Deteriorated Sub-floor (Common Areas - Floors)**
  - Note any area not covered by the minimum of 1 square foot mandated by UPCS.
- **Soft Floor Covering Damaged- Floors (Common Areas- Floors)**
  - 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)**
  - Note any mold or mildew over 4 square inches.

#### □ **HVAC (Common Areas)**

- **Convection/Radiant Heat System Covers Missing/Damaged (Common Areas - HVAC).**
  - Note type and location of missing cover even if it does not result in a hazard.
- **Inoperable (Common Areas - HVAC)**
  - 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)**
  - Automatic vent damper not functioning properly.

#### □ **Lavatory/Sink (Common Areas)**

- **Lavatory Sink - Damaged/Missing (Common Areas)**
  - You see discoloration, cracks, or chips in any part of the sink.

- The sink is not firmly secured to the countertop
  
- **Lighting (Common Areas)**
  - **Lighting - Missing/Damaged/Inoperable Fixture (Common Areas)**
    - Note any lighting fixtures not working properly. This includes fixtures that are flickering, have missing lamps, or that have noisy ballasts.
  
- **Outlets/Switches/Cover Plates (Common Areas)**
  - **Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)**
    - A light switch is not working.
  
- **Range Hood/Exhaust Fans (Common Areas)**
  - **Range Hood/Exhaust Fans - Excessive Grease/Inoperable (Common Areas)**
    - The fan is noisier than it should be.
    - The grease filter is missing or needs to be cleaned.
    - The controls are not functioning, as they should.
  
- **Range/Stove (Common Areas)**
  - **Range/Stove - Missing/Damaged/Inoperable (Common Areas)**
    - Control knobs are missing or broken.
    - Anti-tip device is not installed as required by the manufacturer.
    - The surface finish is missing and (or) the metal is rusting.
  
- **Refrigerator (Common Areas)**
  - **Refrigerator - Damaged/Inoperable (Common Areas)**
    - Shelves or drawers are damaged or missing
    - The compressor is noisy (indicating that it is failing)

## ❑ Restroom Cabinet (Common Areas)

### • Restroom Cabinet - Damaged/Missing (Common Areas)

- The floor of a vanity base has been warped or weakened by water damage.
- The surface of the cabinet has cuts, scratches, burns, or is peeling, etc.
- The cabinet top is not properly secured to the cabinet.
- 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)

### • Shower/Tub - Damaged/Missing (Common Areas)

- You see discoloration, cracks, or chips in any part of the tub.
- The Shower curtain bar or shower door assembly is damaged or not properly secured.

## ❑ Sink (Common Areas)

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

- You see discoloration, cracks, or chips in any part of the sink.
- The sink is not firmly secured to the countertop
- In a MI Building Code Type A unit, the controls do not meet the requirements for accessible controls.

## ❑ Smoke Detector (Common Areas)

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

- 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
- The housing or base is damaged.
- The detector has been disconnected.

## ❑ Stairs/Hand Railings (Common Areas)

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

- 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)**

- Handrail that is damaged or loose, without regard to the number of steps it serves.
- Balusters are damaged or missing.
- Handrails need stain or paint.
- Surface of handrail (especially at joints) is splintered and could cause injury to someone using the handrail.

- **Walls (Common Areas)**

- **Damaged (Common Areas - Walls)**

- 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.
- A hole or crack allows significant drafts.
- You find any hole other than the small holes mentioned above.

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

- Damaged or loose trim affecting less than 5% of the wall.

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

- 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)**

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)**

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

- The water closet seal is broken.
- The water closet rocks on the drainpipe.
- The shut off valve assembly is not functioning properly.

## □ **Windows (Common Areas)**

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

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)**

Examples of this would be:

- A cultured or simulated stone sill is cracked.
- A laminate covered particleboard sill has expanded due to water or the laminate is chipped or loose or missing.

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

- 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)**

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

## Unit Inspectable Items

Items to inspect for "Unit" are as follows:

- ❑ Bathroom
- ❑ Call-for-Aid
- ❑ Ceiling
- ❑ Doors
- ❑ Electrical System
- ❑ Floors
- ❑ Hot Water Heater
- ❑ HVAC System
- ❑ Kitchen
- ❑ Laundry Area (room)
- ❑ Lighting
- ❑ Outlets/Switches
- ❑ Patio/Porch/Balcony
- ❑ Smoke Detector
- ❑ Stairs
- ❑ Walls
- ❑ Windows

### ❑ **Bathroom (Unit)**

#### ● **Bathroom Cabinets - Damaged/Missing (Unit - Bathroom)**

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

- You see discoloration, cracks or chips in any part of the lavatory sink.
- The lavatory sink is not firmly secured to the countertop.

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

- There is a leak resulting in substantial water loss and damage to a unit.
- If there is a dripping faucet. (HQS "Fail" if the water is paid for by the tenant.)

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

- You see cracks or chips in any part of the tub.
- Discoloration of the tub surface.
- Water flow is low at the faucet or showerhead.

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

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)**

- The water closet seal is broken.
- The water closet rocks on the drainpipe.
- The shut off valve assembly is not functioning properly. HQS "Fail" if the water runs constantly and is paid for by the tenant.
- The porcelain is chipped or broken.
- 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: M

- 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)**

- **Call for Aid – Inoperable (Unit)**

Comment: Note any damaged components.

- **Ceiling (Unit)**

- **Bulging/Buckling (Unit - Ceiling)**

- You see an acoustical ceiling grid out of level.

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

- You see any flaking or peeling paint at the ceiling.

- **Doors (Unit)**

- **Damaged Frames/Threshold/Lintels/Trim (Unit - Doors)**

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

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

- 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.
- Note missing or damaged locks removed from bedroom doors as a deficiency.
- Note doors where locks have been reversed resulting in the possibility of being locked into a room, preventing egress in case of emergency. Also note this under “Health and Safety – Emergency/Fire Exits”.
- Door from exterior to the interior of the unit will not lock.
- A key must be used to unlock an exterior door when exiting the unit. This includes storm doors and security doors.
- A lock has been removed from an interior door.
- 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.

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”.

- **Deteriorated/Missing Seals (Unit - Doors)**

- 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.

- **Electrical System (Unit)**

- **Evidence of Leaks/Corrosion (Unit - Electrical System)**

- Note surface rust to be removed and equipment to be painted to protect from corrosion.

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

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

Level of Deficiency: M

- Electrical Service to the unit has been turned off.

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)

### • Bulging/Buckling (Unit - Floors)

- Includes carpet that needs to be re-stretched to eliminate folds and loose areas.

### • Floor Covering Damage (Unit - Floors)

- 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)

- 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.
- Note any missing flooring.

### • Peeling/Needs Paint (Units - Floors)

- Note any area not covered by the minimum of 1 square foot mandated by UPCS.

### • Rot/Deteriorated Sub-floor (Unit - Floors)

- Note any area not covered by the minimum of 1 square foot mandated by UPCS.

### • Water Stains/Water Damage/Mold/Mildew (Unit - Floors)

- 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)

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

- 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.

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

Deficiency Description: General items that should be noted.

Level of Deficiency: M

- There are combustible materials within 30” of the water heater. Note under “Health and Safety”.
- Improper gas line connecting to water heater.
- Dielectric fitting not used to connect different type metals in water and fuel supply lines.

- **HVAC System (Unit)**

- **Convection/Radiant Heat System Covers Missing/Damaged (Unit - HVAC)**

- You see bent or damaged convection fins.

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

Comment: This includes corrosion of ducts.

- **Inoperable (Unit - HVAC)**

- The thermostat is not working properly to control the temperature.

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

- Flue or pipe not properly secured.
- Heavy build up of soot and creosote around chimney or flue.

- **MSHDA: Other HVAC**

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

Level of Deficiency: M

- Improper fuel storage or fuel lines.
- No shut off valve on gas or fuel oil line.
- Combustible material located within 30” of a furnace.
- Improper clearance of combustible materials around the flue.
- Improper installation or maintenance of the equipment.
- Use of unvented fossil fuel burning heaters.
- Dirty registers and ducts.

## □ **Kitchen (Unit)**

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

- Note any damage to cabinets as described under “Deficiency” above.
- Cabinets and drawers in senior developments do not have accessible pulls (i.e. “U” shaped pulls).

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

- Note any damage to counter tops.

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

- Control knobs are missing or broken.
- Oven rack is missing.
- The surface finish is missing and (or) the metal is rusting.

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

- Shelves or drawers are damaged or missing.
- The compressor is noisy (indicating it is failing).
- The refrigerator handle is loose.
- The refrigerator is badly dented or scratched.

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

- You see discoloration, cracks, or chips in any part of the sink.
- The sink is not firmly secured to the countertop
- In a MI Building Code Type A unit (Barrier Free), the controls do not meet the requirements for accessible controls.

## ❑ **Laundry Area (Room) (Unit)**

### • **Dyer Vent - Missing/Damaged/Inoperable (Unit - Laundry Area (Room))**

- Plastic flex duct is being used for venting.
- Dryer vent is crushed or restricted so that full vent cross sectional area is not available.

## ❑ **Lighting (Unit)**

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

- 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)**

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

- A light switch or outlet is not working.

## ❑ **Smoke Detector (Unit)**

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.

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

- You see a damaged base or housing.
- You hear a periodic chirp from a detector (indicating the battery is dead or has been removed).
- 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)**

- **Broken/Damaged/Missing Steps (Unit - Stairs)**

- Steps are not properly secured to supporting structure.

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

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)**

- Handrail is damaged or loose (without regard to the number of steps it serves).
- Balusters are damaged or missing.
- Handrails need stain or paint.
- Surface of handrail is rough or splintered and could cause injury to someone using the handrail.

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

## □ **Walls (Unit)**

- **Bulging/Buckling (Unit - Walls)**

- You find damaged or loose structural members.

- **Damaged (Unit - Walls)**

- 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.
- A hole or crack allows significant drafts.
- You find any hole other than the small holes mentioned above.
- 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)**

- Damaged or loose trim affecting less than 5% of the wall.
  - **Peeling/Needs Paint (Unit - Walls)**
    - 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)**
    - 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)**
- **Inoperable/Not Lockable (Unit - Windows)**
    - 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.
    - A window will not close.
  - **Missing/Deteriorated Caulking/Seals (Unit - Windows)**
    - You see a window that, when closed, does not form a reasonably tight seal and allows serious drafts to enter.
    - You see any areas of missing or failed caulk or seals.



## Health and Safety Inspectable Items

Items to inspect for “Health and Safety” are as follows:

- ❑ Air Quality
- ❑ Electrical Hazards
- ❑ Elevator
- ❑ Emergency/Fire Exits
- ❑ Flammable Materials
- ❑ Garbage and Debris
- ❑ Hazards
- ❑ Infestation
- ❑ **MSHDA: Lead Paint Certification**
- ❑ **MSHDA: Site and Neighborhood Conditions**

### ❑ **Air Quality (Health and Safety)**

- **MSHDA: “Abnormally High” levels of noxious gases or other pollutants**

Deficiency Description: You detect “Abnormally High” levels of noxious gases or other pollutants that could expose the resident to a health risk.

Comment: These could be from refineries, pulp or paper plants, chemical industries, proximity to heavy traffic, proximity to truck and bus garages, etc.

### ❑ **Electrical Hazards (Health and Safety)**

- **MSHDA: Other Electrical Hazards**

Deficiency Description: Other electrical hazards are observable without removing electrical covers or household furniture:

- Broken or frayed wires.
- Bare metal wires not covered by rubber or plastic insulation.
- Improper splicing of wires.
- Light fixtures hanging from electric wire with no other support.
- The resident or management points out an electrical outlet does not work or that the box or cover plate gives a shock or if there are scorch marks.
- Electric cords under rugs/floor coverings are a potential fire hazard.
- The resident or management says there are overloaded circuits evidenced by frequently blown fuses.
- Extension cords are inappropriately strung across rooms and over doorways.

## □ **Emergency/Fire Exits (Health and Safety)**

### • **Blocked/Unusable (Health and Safety - Emergency/Fire Exits)**

- You note that there is a bed set up in a basement from which there are not two exits that meet code. Note under “Health and Safety”.
- An exit window is blocked by an air conditioner. If units are required by code to have windows that meet exit requirements and the only exit window in a space has an air conditioning unit in the window and the air conditioner cannot be moved out of the window easily, note under “Health and safety”.

## □ **Hazards (Health and Safety)**

### • **Other (Health and Safety - Hazards)**

Comment: This includes damage to required fire rated construction that compromises the fire resistance integrity of the construction (doors, walls, ceilings).

## □ **MSHDA: Lead Paint Certification (Health and Safety)**

- If the Owner is required to treat or cover any interior or exterior surfaces due to lead paint, MSHDA must obtain certification that the work has been done in accordance with the requirements.

## □ **MSHDA: Site and Neighborhood Conditions (Health and Safety)**

- You see evidence of hazardous conditions on the site or nearby on neighboring property that could pose a hazard to residents of the inspected property.
- You see buildings, retaining walls, trees, or power poles on, or near the property, that pose serious hazards, i.e. danger of collapse, fire, or infestation.
- Proximity of the resident housing to open sewers
- Electrical lines on neighboring property that could be a hazard