

**Virginia Department of Housing and Community
Development
Housing Trust Fund (HTF) Rehabilitation Standards**

I. PURPOSE OF STANDARDS

- A All states must establish rehabilitation standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion, pursuant to the HTF implementing regulations at [24 CFR 93.301\(b\)](#). If a State intends to use its HTF funds for housing being rehabilitated, it must submit its standards to HUD as part of its HTF allocation plan. The requirements found at 24 CFR 93.301(b) outline the need to have rehabilitation standards that describe rehabilitation in enough detail on what work is required and how the work should be performed. The standards submitted to HUD must also contain sufficient detail to determine the rehabilitation work required in a project and the methods and materials to be used.
- B The National and State Housing Trust Fund Rehabilitation Standards (known herein as the “HTF Standards”) are designed to outline the requirements for building rehabilitation for all DHCD funded HTF multi-family housing projects, and are application to all DHCD HTF and HOME-funded rehabilitation projects. The Standards, though a requirement specifically to the development entity in direct receipt of DHCD funding, are written to provide guidance to all relevant members of a project development team.
- C The goal of the HTF program is to provide functional, safe, affordable and durable housing that meets the needs of the tenants and communities in which the housing is located. The purpose of the HTF Standards is to ensure that property rehabilitation puts each building in the best possible position to meet this goal over its extended life and that, at a minimum, all health and safety deficiencies are addressed.
- D Note: The adopted codes referenced in this document are believed to be those in for
- E ce. As standards and codes change and are put into effect by the governing authorities having jurisdiction, the new standards and codes will apply in lieu of those referenced.

II. STATE AND LOCAL CODES, ORDINANCES, AND ZONING REQUIREMENTS COMPLIANCE

- A. All work undertaken in accordance with these standards shall comply with all applicable commonwealth of Virginia state and local codes, ordinances, and zoning requirements. A copy of the updated Virginia State Codes is located at: <http://www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html>.
- B. The Virginia Uniform Statewide Building Code (USBC) contains the building regulations that must be complied with when constructing a new building, structure, or an addition to an existing building. They must also be used when maintaining or repairing an existing building or renovating or changing the use of a building or structure.
- C. The USBC is comprised of three parts known as:
- [2012 Virginia Construction Code \(USBC, Part I\)](#)
 - [2012 Virginia Rehabilitation Code \(USBC, Part II\)](#)

- [2012 Virginia Maintenance Code \(USBC, Part III\)](#)
- [2012 Errata to the Virginia Building and Fire Regulations](#)

**2012 (EFFECTIVE JULY 14, 2014)*

- D. All grantees, developers, contractors and designed professionals who engage in contracting on DHCD funded HTF activities in the commonwealth of Virginia must be properly licensed or certified through the Virginia Department of Professional and Occupational Regulation (DPOR). In addition, the HTF grantee must demonstrate compliance with all state and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods.
- E. All Project Design Professionals associated with the project must be properly licensed or certified Virginia DPOR.
- F. The project developer will formally contract with licensed architectural and engineering design professionals to provide appropriate professional services for each project. It is the responsibility of each licensed professional to assure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable Federal, State and local codes.
- G. In addition, the architect or engineer will provide contract specifications which stipulate quality standards, materials choices and installation methods and standards. Such specifications may reference other appropriate standards set by different trades associations and testing agencies such as ASTM, Underwriters Laboratory (U/L), Tile Council of America, Gypsum National Roofing Contractors Association (NRCA) Architectural Woodwork Institute, SMACNA, ASTM, AFME, etc.
- H. Warranties shall be required per the standard construction contracts on all materials, equipment and workmanship.

III HEALTH AND SAFETY

- A. If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See the attached listing (Attachment I) of Inspectable Items and Observable Deficiencies, including the identification of life-threatening deficiencies for the property site, building exterior, building systems, common areas, and units.
- B. Energy related health and safety actions are those actions necessary to maintain the physical well-being of the occupants.
- C. ASHRAE 62.2 ventilation standard is required (where applicable).
- D. All grantees, developers, contractors must address potential life threatening deficiencies as well as educate clients on any potential dangers existing in their housing unit if the housing is occupied at the time of rehabilitation. Potential life threatening deficiencies and common client education topics include, but are not limited to:
 - 1) Combustion—if a heating system is present that requires combustion air, the client must be educated on the importance of keeping combustion air vents free and uncovered. Clients must also be informed if there are unsafe conditions that are discovered during the combustion appliance testing and be instructed not to operate it until it is repaired or replaced. All conditions must be corrected by the property rehabilitation activities.
 - 2) Smoke and Carbon Monoxide Detectors – clients should be shown how to test and replace the

batteries.

- 3) Unvented Space Heaters – unvented space heaters should be removed whenever possible. Clients should be educated on the dangers of fuel-fired unvented space heater.
 - 4) Materials testing positive or assumed to contain asbestos should be identified and revealed to the client. Further instruction must be given on how to avoid disturbing such material, especially when it is friable.
 - 5) Moisture and mold – clients should be instructed on how to remove excess moisture from the dwelling (e.g., exhaust fans when taking showers or cooking).
 - 6) Power supply inspections, repair, or upgrades
 - 7) Inspection for gas leaks
 - 8) Inspection for adequate combustion air for combustion heating appliances
 - 9) Draft and pressure tests for combustion appliances
 - 10) Inspection of vent systems, to include the chimney
 - 11) Inspection for adequate clearance from combustibles
 - 12) Inspection of safety controls on combustion appliances
- E. Existing Client Health Problems – If the housing is occupied at the time of rehabilitation all grantees, developers, contractors are required to ask clients if there are existing health problems that may impact the services that can be provided and evaluate the potential to aggravate pre-existing health conditions. These problems will be documented and care will be taken to avoid exacerbating the problem.
- F. A health and safety inspection must be completed as part of the Energy Audit (when conducted) or prior to re-occupancy of any after-rehab unit. The inspection may include, but is not limited to, the following:
- 1) Blower door testing for minimum ventilation rates (mvr) inspection and testing for unacceptable levels of carbon monoxide in the flue and ambient areas
- G. All federal, state and local rules, regulations, and guidelines are applicable to all grantees, developers, contractors. This includes health and safety rules and regulations as mandated by the federal Occupational Safety and Health Administration (OSHA) as well as by the Virginia Department of Labor and Industry (DOLI) and the Virginia Occupational Safety and Health (VOSH).
- H. Health and safety practices apply to motor vehicle operation in addition to actual rehabilitation activities. Unauthorized drivers or untrained equipment operators can imperil a contractor's licensing.
- I. Tools and equipment should be properly used, maintained, and stored. Vehicles should receive regular care and maintenance. Proper documentation regarding warranties, routine maintenance records, repairs, etc. is a critical aspect of acceptable safety practices.
- J. Work must be done in such a manner as to protect workers and clients as much as possible.

IV. DISASTER MITIGATION

- A. To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.
- B. Specifically regarding flood hazards, the most relevant potential natural disaster for the commonwealth of Virginia:
 - Projects shall meet FEMA federal regulation, and HUDs' floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20.
 - Projects shall meet fluvial erosion prevention requirements per local municipality codes, regulations or ordinances.

V. UNIFORM PHYSICAL CONDITION STANDARDS (UPCS)

- A. These HTF Rehab Standards are designed to meet or exceed the HUD's Uniform Physical Condition Standards (UPCS), and ensure that upon completion, the HTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in [24 CFR 5.703](#).
- B. The attached standards (Attachment I) are based on the UPCS Inspectable Items and Observable Deficiencies for the site, building exterior, building systems (multifamily housing only), common areas (multifamily housing only), and units. At a minimum the rehabilitation standards identify the type and degree of deficiency that must be addressed.
- C. Deficiencies highlighted with an asterisk in Attachment I are considered life-threatening under these Standards and must be addressed immediately, if the housing is occupied.

VI. SCOPE OF WORK DETERMINATION

- A. In developing scopes of work, grantees and developers must ensure that all requirements under the HTF Standards are satisfied and that the proposed scope of work meets the goals of these rehab standards. DHCD reserves the right to deny or request revision to proposed or existing scopes of work in accordance with HTF and/or other multifamily program standards practice as part of its project underwriting guidelines and/or HTF or other multifamily loan or grant conditions.

VII. CAPITAL NEEDS ASSESSMENTS (CNA)

- A. For multifamily rental housing projects of 26 or more total units, the developer or grantee must determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project through a Capital Needs Assessment of the project.
- B. The industry standard period for Capital Needs Assessments is 20 years. In developing scopes of work on housing rehabilitation projects developers and grantees shall consider the remaining expected useful life (based on the age and condition of the property) of all building components with regard to building long-term sustainability and performance. Each building component with a remaining expected useful life of less than the applicable period of affordability (minimum 30 years for NHTF) shall be considered for replacement, repair or otherwise addressed and/or updated. New building components with an expected useful life of less than 30 years shall be considered for future replacement.
- C. However, for projects to be considered under the HTF requirements, the CNA must have a proposed process to review and update the CNA during the life of the project to ensure projected capital needs through the 30-year HTF affordability period are anticipated and planned for. The grantee must develop a CNA plan for review by DHCD.
- D. Whether or not a particular building component has been replaced, repaired or otherwise updated as part of the rehabilitation scope of work, all building components and major systems must demonstrate adequate funding to be viable for at least 20 years, with a plan that outlines how adequate funding will be available for years 21 through 30.
- E. Annual replacement reserves contributions of at least \$300 per unit required through the 30-year affordability period.

- F. Grantees and their development teams should ensure that all building components are analyzed as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way which maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available
- G. In the case of homebuyer rehabilitation, upon completion each of the major systems shall have a minimum useful life of no less than 5 years or the major systems must be rehabilitated or replaced as part of the rehabilitation work.

VIII. LEAD-BASED PAINT

- A. All work undertaken in accordance with these standards shall comply with the Lead Safe Housing Rule (LSHR) at 24 CFR Part 35, implementing Title X of the 1992 Housing and Community Development Act for HOME and HTF funded housing programs. This regulation has been in effect since September 15, 2000. The lead-based paint regulation at 24 CFR Part 35 consolidates all lead-based paint requirements for HUD-assisted housing.
- B. All work undertaken in accordance with these standards shall comply with all applicable laws and codes of the commonwealth of Virginia, and local codes, ordinances, and zoning requirements that require compliance with the lead-based paint requirements found at 24 CFR part [35](#).
- C. Lead-based paint (LBP) requirements exist to protect vulnerable families from potential health hazards. As agencies that provide assistance to and work closely with disadvantaged populations, VA DHCD loan HTF recipients are in a good position to ensure that LBP requirements are implemented as intended and help ensure the safety and well-being of their clients.
- D. Compliance with the Lead Safe Housing Policies and Procedures promulgated by the Virginia Department of Professional and Occupational Regulation (DPOR) and DHCD is required. A copy of the DHCD Lead Safe Housing Policies and Procedures can be found at <http://www.dhcd.virginia.gov/images/Housing/Lead-Safe-Housing-Rule-Procedures.pdf>.

IX. ACCESSIBILITY

- A. All work undertaken in accordance with these standards shall comply with all applicable laws and codes of the commonwealth of Virginia, and local codes, ordinances, and zoning requirements that require compliance with the accessibility requirements in 24 CFR part [8](#), which implements section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)), and Titles II and III of the Americans with Disabilities Act ([42 U.S.C. 12131-12189](#)) implemented at 28 CFR parts [35](#) and [36](#), as applicable.
- B. “Covered multifamily dwellings,” as defined at 24 CFR [100.201](#), must also meet the design and construction requirements at 24 CFR [100.205](#), which implements the Fair Housing Act ([42 U.S.C. 3601-3619](#)). Rehabilitation may include improvements that are not required by regulation or statute that permit use by a person with disabilities.
- C. Multifamily rental projects of fifteen units or more that undergo “substantial alterations” must also comply with Section 504’s accessibility requirements. Rehabilitation activities are considered

“substantial alterations” when the costs of rehabilitation will be 75 percent or more of the replacement cost of the completed facility.

- D. For these projects, the common spaces must be made accessible as well as the same number of units required for new construction:
 - A minimum of 5 percent of the dwelling units in the project (but not less than one unit) must be accessible to individuals with mobility impairments.
 - An additional 2 percent, at a minimum (but not less than one unit), must be accessible to individuals with sensory impairments.
- E. For rehabilitation of multifamily rental projects that do not meet the definition of substantial alterations, the alterations that are made must, to the maximum extent feasible, make the dwelling units accessible to and usable by individuals with mobility impairments.
- F. If alterations of single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, then the entire dwelling unit shall be made accessible to persons with mobility impairments. (This would include alterations that involve certain kitchen and bathroom renovations, as well as entrance door jamb replacements.)
- G. Alterations to common spaces must make those areas accessible, to the maximum extent feasible.
- H. When a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to people with mobility impairments, no additional units are required to be made accessible. For this category of rehabilitation, there is no requirement to make any units accessible to individuals with sensory impairments.
- I. A copy of the DHCD Section 504 Procedures can be found at <http://www.dhcd.virginia.gov/images/Housing/Section-504-Manual.pdf>.

X. ENERGY EFFICIENCY

- A. All HTF project must present, both in the design and implementation of the project rehabilitation scope of work, shall place a particular emphasis to maximize the effectiveness of the energy efficiency in the work scope. Scoring preferences will be given to projects that will be VA Earthcraft or LEED certified.
- B. All applicants must provide a detailed description of all special features that will be included in the development. Preference will be given to projects that incorporate universal design concepts, Green-Build, LEED Certified, and/or VA Earthcraft Certification into the project. At a minimum all applications must meet the DHCD Green-Building and Energy Efficiency Credit List for Residential Rehab Construction Projects found at <http://www.dhcd.virginia.gov/index.php/housing-programs-and-assistance/housing-development/affordable-and-special-needs-housing-program-asnh/home-funds.html>. The Credit List is based on the requirements of the 2009 International Energy or Related Codes.

XI. REHABILITATION CONSTRUCTION STANDARDS AND MAJOR SYSTEMS

- A. **Major systems** as identified in these standards are: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and

air conditioning.

SITE CONDITIONS MUST MEET THE FOLLOWING CRITERIA:

- 1) Identify areas that require grading to drain water away from buildings and areas where adjoining grades are higher than finished floor of buildings:
 - a. Provide a minimum distance of 6 inches between bottom of siding and finished grade or mulch beds.
 - b. Provide a minimum of 5% slope away from foundation walls, up to a minimum distance of 10 feet.
 - c. Provide alternate solutions acceptable to DHCD when required grades, slopes, or other site conditions make the above requirements infeasible.
- 2) Provide seamless gutters and downspouts for all buildings. When discharging on grades steeper than 20%, or less than 1%, water from gutters and downspouts is to be piped underground to a storm sewer system, or to daylight at grades that will avoid soil erosion. Avoid water drainage over sidewalks.
- 3) Extend concrete dumpster pads at least 12 feet into the asphalt so that the load bearing wheels of trucks rest on concrete while emptying the dumpsters.
 - a. Thickness of concrete is to be a minimum of 6 inches with reinforcement.
 - b. Dumpsters and/or compactors are to meet accessibility requirements, if accessible units are provided.
 - c. Install a privacy screen on at least three sides of all dumpster and/or compactor pads.
- 4) Concrete that is cracked, crumbling, spalling, heaving or settling, or may be a safety issue is to be repaired or replaced. Provide a solution acceptable to DHCD if any of these conditions exist.
- 5) When installing new sidewalks, minimum width of sidewalks is to be 3 feet. Sidewalks that are located perpendicular to parking spaces are to be a minimum of 5 feet wide or 3 feet wide with 2 feet of space between the sidewalks and curbs.
- 6) Asphalt that has cracking, alligatoring, or a deteriorating sub-base is to be repaired or replaced. Provide a solution acceptable to DHCD if any of these conditions exist.
- 7) Video all sewer lines connecting buildings with the public sewer if lines are constructed of cast iron, galvanized piping, terra cotta or clay. Repair or replace all corroded, damaged, or settled underground sewer lines. Provide report of video findings to DHCD and include repair/replacement costs.
- 8) Remove all dead bushes, trees, tree-stumps, and their above-ground roots. Remove all portions of tree branches that overhang roofs and all branches that come within 10 feet of roofs.
- 9) Finish grade, seed, and landscape all barren and disturbed areas. Grade to avoid standing water. Provide a smoothly graded transition from disturbed to undisturbed areas. All seeded areas which are barren and/or have dead grass are to be tilled, fertilized, and seeded to have established grass. Provide ground cover materials or sod for slopes steeper than 20%. Provide foundation plantings in the front all buildings. Clean site and dispose of all construction debris.

ARCHITECTURAL

- 1) Install waterproofing up to finished grades for all perimeter walls of finished and unfinished spaces which are below grade and where evidence of water, moisture, or mildew is present. Waterproofing may be installed on the exterior or interior sides of the wall. The waterproofing system is to have a minimum 10-year manufacturer's warranty.

- 2) All debris and wood are to be cleaned from crawl spaces.
 - a. Install sump pump or drain tile discharging to daylight for any area accumulating water.
 - b. Install a minimum 6 mil vapor barrier, with a 12-inch overlap and taped seams, on floor of crawl spaces and provide adequate crawl space ventilation.
- 3) Remove all abandoned and non-operable equipment, devices and accessories. DHCD may approve abandoned material that is secured, sealed and concealed.
- 4) Structural deficiencies are to be identified and corrected. If requested by DHCD, corrective measures to be designed, inspected, and certified by a structural engineer.
- 5) Install minimum of R-19 insulation in unconditioned crawl spaces and unheated basements and R-38 insulation in attics.
- 6) When replacing drywall at an exterior wall or replacing exterior sheathing, provide wall insulation at affected areas per the latest adopted edition of the International Energy Conservation Code.
- 7) Roof inspection reports are required for all roofs more than 5 years old. Report to include age and remaining life of roofs and areas that need repairs. Replace all roofs with a remaining life of less than 5 years. Repair or replace all roofs with damage or leaks. When replacing roofs:
 - a. Repair or replace all damaged sheathing, rafters, and/or trusses.
 - b. Replace all 3/8 inch sheathing with a minimum of 15/32-inch plywood or 15/32 inch OSB. Install sheathing with clips. ZIP System roof sheathing or similar products are not accepted.
 - c. Replace all existing attic vents and pipe collars. Replace rusted or damaged flashing. Replace all existing sealant.
 - d. Roof shingles are to be a minimum 25 years, anti-fungal product, and are to be nailed (not stapled). Do not install new shingles over existing shingles. Replace existing ridge vents.
 - e. Install drip edge on all sides of the roof.
 - f. Install ice barrier extending from eave's edge to a point 24 inches inside the exterior wall of buildings.
 - g. Provide roof ventilation per the latest USBC for new construction.
- 8) When replacing flat roofs, remove and dispose of existing roofing, wet insulation, damaged vents and other items not in good condition. Provide a minimum R-25 continuous insulation above the roof deck or provide a minimum R-38 insulation in the attic space. New roofing is to have a minimum 20-year manufacturer's warranty.
- 9) Stairs to apartment buildings, where stair halls are not enclosed and have weather damage to existing stairs, are to be protected by design features. Install awnings, a roof overhang at the second floor level, or a roof at the stair hall entrance. Provide a minimum overhang of 5 feet from first tread. All similar buildings in a development are to have similar design features. Historic buildings may be exempt.
- 10) Exterior wood such as trim, fascia, rake boards, and columns is to be clad with vinyl, vinyl coated aluminum, or similar materials. Use materials designed for cladding with a minimum thickness of 0.019 inch or thicker and provide a stiffening crimp when trim and fascia boards are more than 8 inches wide. Replace all damaged wood prior to cladding. DHCD recommends the use of composite/manufactured materials instead of wood for exterior use. Exceptions may be considered for historic buildings.
- 11) Use vinyl, aluminum, or steel for railings, handrails, guard rails, posts and pickets instead of wood. Provide a minimum 10-year warranty for paint/finishes on steel products. Steel is to be primed and painted prior to placement in concrete
- 12) When replacing siding new siding is to have solid backing of plywood, OSB, gypsum, structural insulated sheathing, or similar material. Siding is to be installed over an appropriate drainage

plane, such as Tyvek® or equal.

EXCEPTION: ZIP System wall type sheathing or similar materials may be used, provided the following conditions are met:

- Store products to meet manufacturer's requirements.
 - Installation:
 - Architect to provide approved flashing details prior to installation of windows and doors.
 - Tape all joints with manufacturer approved products so that all joints are water tight. Install tape using ZIP System tape gun or roller.
 - All penetrations, including fasteners, which break the surface of the integral drainage plane, must be sealed with a manufacturer's approved product
 - When weather conditions warrant, follow manufacturer's requirements for inclement weather installation and storage.
 - Manufacturer's representative to review and approve the final installation to confirm all manufacturers' requirements are met prior to the installation of the exterior cladding. Documented acceptance of ZIP System installation is required.
 - Do not install new siding over materials such as vinyl siding, Thermo-ply®, or other flexible materials.
 - Material such as T1-11, wood siding, or hardboard lap-siding may be used as backing for new siding, provided it is in good condition.
 - Repair, replace, and re-nail all sections of damaged siding or sheathing to provide a uniform and flat surface.
 - Nail siding to studs with nails long enough to penetrate a minimum $\frac{3}{4}$ of an inch inside studs.
 - Install mounting blocks for all penetrations in siding such as electrical, plumbing, HVAC, and ductwork etc.
- 13) Repair masonry walls having cracks and/or settlement. Replace damaged brick and point-up deteriorated mortar to match existing. Replace rowlocks for window sills that do not have a slope to drain water away from building. Prime and paint all metal lintels which are corroded, or not already painted. Remove abandoned items from brick and power wash/clean exterior of buildings.
- 14) Replace single glazed windows with insulated glass in all single and multifamily dwelling units.
- a. When window replacement is not permitted in historic buildings, repair or replace existing windows and install triple track operable storm sashes, with screens, over existing single glazed windows.
 - b. When conditions make storm sashes not feasible, provide an alternative solution acceptable to DHCD.
- 15) When replacing windows and/or sliding glass doors,
- a. Provide a minimum $\frac{1}{2}$ inch thick insulated glass.
 - b. Provide a minimum 10-year material warranty.
 - c. Insulating glass is to have a minimum 10-year warranty for breakage of seal.
 - d. Provide thermal break for aluminum frames.
 - e. Provide new construction windows when replacing siding.
 - f. Install and flash per manufacturer's specifications. Provide sample installation.

- 16) All windows are to have blinds, shutters, or other similar products, and sliding glass doors are to have vertical blinds. Replace all blinds that are damaged and/or do not match in color.
- 17) Repair or replace all damaged or dented exterior doors.
 - a. When replacing exterior apartment doors, except sliding glass doors, replacement doors are to be insulated fiberglass or insulated metal.
 - b. Solid core wood doors may be used where entrances are located in interior conditioned corridors.
 - c. Use fiberglass or metal doors for outside storage and mechanical closets.
 - d. Use fire rated doors for fire rated walls.
 - e. Repair/replace damaged jambs, locks, and hardware.
- 18) All entry doors to apartment units, except entry doors located in conditioned corridors, are to have weather stripping and threshold to provide a tight seal around the door and to minimize heat loss/gain due to air infiltration.
- 19) Replace all damaged Gypcrete, or similar material, floor sheathing and floor joists.
- 20) Install an area approximately 3 feet by 4 feet using materials such as VCT, sheet vinyl, hardwood flooring, or tile at the interior of all entrance doors, except for doors entered through carpeted interior hallways.
- 21) Repair or replace all damaged or mismatched flooring. On a room by room basis, all flooring must match in color and design.
- 22) Flooring such as sheet vinyl, VCT or ceramic is to be installed over minimum ¼ inch underlayment grade plywood, cementitious board, or similar underlayment material. Flooring may be installed over concrete provided concrete is finished smooth and uniform. When installed over Gypcrete, or a similar material, apply manufacturer approved sealer.
- 23) Carpets are to have a minimum number of seams. Seams are not to be located in heavy traffic areas. T-seams, except in closets, are not acceptable. Remove shoe molding/quarter-round molding before installing carpet.
- 24) Provide a pass-through opening with counter space when kitchen and dining/living areas are separated by a wall.
- 25) Interior finishes: doors, moldings, paint, and drywall.
 - a. Repairs, replacements, painting, and drywall finishes inside a specific unit are to match that unit's intended finish.
 - b. Replace all interior bi-fold, pocket, or sliding doors with side hinged doors.
 - c. Repair or replace all damaged doors and trim.
 - d. All doors, door trim, and door hardware in a unit are to match in design and finish.
 - e. Install or undercut doors a minimum of 3/4 inch clear to prevent dragging and to provide ventilation.
 - f. Paint bottoms, tops, and all other sides of new doors.
 - g. All base and base moldings in a unit are to be wood and are to match in design and finish.
- 26) Check the condition of all drywall and repair or refinish to include the following:
 - a. All repairs and refinishing of defects (including previous repairs) are to be flat and smooth.
 - b. Type and thickness of drywall to match existing.
 - c. Patch holes, repair damages, and refinish uneven, cracked, and peeling taped joints.
 - d. Re-screw drywall that has nail pops or settlement.
 - e. Replace all drywall that has mold, mildew, or signs of moisture.

- f. Paint and retexture drywall to match existing finish and color.
 - g. Repair damaged or compromised draft stopping and/or fire stopping.
- 27) Wall mounted bathroom accessories are to be screwed to solid wood or installed with toggle bolts.
- 28) Replacement or repairs of tub and shower surrounds built of ceramic tile, marble, or similar materials are to be installed over minimum ½ inch cementitious board.
- 29) When replacing kitchen cabinets and/or bathroom vanities all new cabinets are to comply with the minimum cabinet requirements identified below:
- a. Cabinets and/or vanities that are not being replaced are to be approved by DHCD.
 - b. All cabinets are to be factory/manufacturer assembled.
 - c. Kitchen cabinets and bathroom vanities are to abut the side walls or provide a minimum spacing of 12 inches between wall and cabinets. Wall cabinets are to abut the ceiling/soffits or provide minimum of 12 inches between cabinet and ceiling/soffits.
 - d. Remove and replace all drywall that has mold. Repair or replace all damaged drywall.
 - e. Holes in cabinet backs for plumbing are to be drilled, sealed, and completely covered by escutcheon plates.
 - f. Kitchen wall cabinets are to be screwed to studs or blocking with a minimum of four screws; two in each upper and lower nailing strip for each wall cabinet.
 - g. Plastic laminate counter tops are to be post formed or have back splashes that are factory attached to the counter top and sealed.
 - h. Install a cleanable surface, such as plastic laminate, metal, or ceramic tile to the side wall next to the cooking range when it is located directly adjacent to a wall.

APPLIANCES

- a. Replace all damaged and or dented appliances and all appliances which are more than 8 years old. All kitchen appliances in an apartment unit are to match in color.
- b. Provide 30-inch-wide range in all units except studio/efficiency and one bedroom elderly apartments, which may have a minimum 20-inch-wide range. Provide range hoods or combination range hood-microwaves over the cooking ranges. Provide maximum 24-inch-wide range hood for all 20-inch-wide ranges.
- c. Dishwashers are required in all units. Provide 24-inch-wide dishwashers except for studio/efficiency apartments, which may have 18-inch-wide dishwashers.
- d. All refrigerators are to be frost free. The refrigerators are to have separate doors for freezer and refrigerator compartments. Minimum sizes of refrigerators are to be 12 cubic feet for studio/efficiency apartments, 14 cubic feet for 1 and 2 bedroom apartments, and 16 cubic feet for 4 bedroom apartments.
- e. Laundry equipment shall be installed in a closet with doors.

MECHANICAL

- A. All units are to have a Heating, Ventilation, and Air Conditioning (HVAC) system. Sizes of HVAC equipment, ducts and diffusers are to be designed per heat gain/loss calculations. All apartments are to have ducted HVAC systems with the exception as noted in #3 below.
- B. When installing a new HVAC system including, but not limited to traditional split systems, ducted mini-split or self-contained “packaged systems” (similar to Magic-Pak and First Co):
 - a. Replace both air-handlers and condensers at the same time.
 - b. R-410A refrigerant is required in all new HVAC equipment.
 - c. Verify if refrigerant lines are appropriate for new HVAC unit size and type. Lines not being replaced are to comply with all of the requirements of the manufacturer for using existing

- lines. Submit a letter from the manufacturer that states the use of existing lines will not reduce performance and/or warranty of the heat pumps or other air conditioning systems.
- d. Condensate and refrigerant lines not located in the mechanical closet are to be concealed within the wall, ceiling, or floor systems.
 - e. Fire-caulk all penetrations in fire partitions and ceilings.
 - f. Seal air duct penetrations in unheated spaces.
 - g. When adding and/or replacing ductwork, air supply diffusers are to be located near windows in living rooms, dens, and bedrooms.
Exception: The mechanical engineer may locate diffusers at alternate locations with DHCD's prior approval based on supporting calculations.
 - h. Provide standard size air filters.
 - i. Include the replacement of all diffusers and thermostats.
 - j. Air supply diffusers are to be located in living rooms, dens, bedrooms, kitchens, and full baths.
 - k. Replace condenser pads that are damaged. Pads are to be concrete, solid vinyl, or similar materials. Install walk pads that provide access to all roof condenser units. Level all condenser units.
 - l. If equipment is installed on a roof, provide interior roof access from a common area.
 - m. All installations are to comply with the latest applicable issue of the *International Mechanical Code*.
- C. Ductless Heat Pumps (mini-splits) may be used in housing for the elderly and apartments with less than 600 net square feet.
- a. All mini-splits are to discharge condensate to grade through a pipe concealed within the exterior wall system.
 - b. Provide separate mini-split wall mounted unit for each bedroom, den or living room.
 - c. Provide separate wired wall mounted thermostat for each mini-split wall mounted unit.
 - d. Provide a heater with a thermostat or timer controlled heat lamp for all full baths.
- D. Clean existing HVAC ducts and plenums. Verify duct sizes and air flows (cubic feet per minute at supply diffusers) are appropriate for HVAC system. Replace all supply and return vent covers and diffusers. Seal all duct penetrations in unheated spaces. All existing ductwork located in crawl spaces, attics, or any unconditioned space, is to be properly insulated. Clean, service, and repair all HVAC units not being replaced.
- E. All bathroom fans are to be in good working condition, cleaned, and ducted out to the exterior. Install fans in all bathrooms, including those with windows.
- F. Electric baseboard heating and electric forced air heating shall not be used as the primary heating method.

PLUMBING

- A. Replace all interior, exterior, and underground PB (Polybutylene) pipes such as "Quest" and "Big Blue" with current code accepted materials.
- B. Replace all galvanized water lines with CPVC, copper, plastic or other approved materials. The water supply is to have adequate pressure.
- C. Replace galvanized waste lines and traps with PVC.
- D. Use of PVC foam core pipe is not accepted.

- E. All floor drains and indirect waste receptors to receive trap primer or code approved drain trap seal device.
- F. When replacing water heaters, installations are to comply with latest adopted edition of the International Plumbing Code for New Construction. Refer to Code for pan and drain specifications.
- G. Clothes washing machines or hook-ups for clothes washing machines are to have an IntelliFlow A2C-WB automatic washing machine water shutoff valve with leak sensor, or approved equal, or have a pan with a drain connected to the sewer system per applicable plumbing code.
- H. When installing new wall-hung sinks, provide concealed arm type carrier.
- I. All new tubs/showers and shower diverters are to have internal shut-off-valves or external shut-off-valves with access panels.
- J. Bathtubs, showers, and surrounds which will not be replaced, are to be refinished or repaired. Remove mold and stains, clean, and re-caulk all tubs, showers, and surrounds. The bottoms of all new bathtubs and showers are to have slip resistant/textured finish.

ELECTRICAL

- A. Size electric panels and service per load calculations.
- B. Electrical panels with fuses are to be replaced with circuit breakers.
- C. Use appropriate connectors for connecting aluminum wiring to electrical outlet and switches.
- D. All switches, outlets and cover plates that are painted, damaged or worn, are to be replaced and are to match in color and design.
- E. Provide ground fault outlets near vanities in all bathrooms.
- F. All wiring for the interior and exterior of the building is to be concealed within the walls, ceiling, or floor systems. This includes electrical, cable TV, internet, and telephone. Exposed electrical service to the building is to be in conduit and run vertically to the meter without horizontal runs.
- G. When replacing kitchen cabinets and counter tops, electrical outlets for countertop, ranges, refrigerators, dishwashers, and other appliances are to comply with the latest applicable requirements of the National Electric Code for New Construction.
- H. Provide fluorescent light fixtures or LED light fixtures in all public common areas such as offices, multipurpose rooms, laundry rooms, hallways, and stairs.
- I. Kitchens are to have a minimum of one light fixture 4 feet long with two 32 watt fluorescent bulbs, or lighting fixture(s) that provide a minimum illumination of 30 foot candles distributed across all countertops.
- J. Provide a minimum of one electric smoke detector with battery backup for garden units and a minimum of one electric smoke detector with battery backup for each floor for townhouses.
- K. Exterior fixtures are to be LED, fluorescent, metal halide, high or low pressure sodium, or mercury vapor. Tenant controlled exterior lighting is exempt. Provide exterior lighting to illuminate all parking areas, dumpster pads, building entrances and mailboxes with a minimum of one foot candle of illumination. Provide illumination so that building numbers and apartment numbers are legible at night.

Virginia Housing Trust Fund (HTF)
Uniform Physical Condition Standards (UPCS) for Multifamily Housing Rehabilitation –
Requirements for Site

NOTE: Deficiencies highlighted below with an asterisk (*) are considered life-threatening under these Standards and must be addressed immediately, if the housing is occupied.

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|------------------------------|--|---|
| Fencing and Gates | Damaged/Falling/Leaning | <i>Fence or gate is missing or damaged to the point it does not function as it should</i> |
| | Holes | <i>Hole in fence or gate is larger than 6 inches by 6 inches</i> |
| | Missing Sections | <i>An exterior fence, security fence or gate is missing a section which could threaten safety or security</i> |
| Grounds | Erosion/Rutting Areas | <i>Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable</i> |
| | Overgrown/Penetrating Vegetation | <i>Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable</i> |
| | Ponding/Site Drainage | <i>There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding</i> |
| Health & Safety | Air Quality - Sewer Odor Detected | <i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i> |
| | *Air Quality - Propane/Natural Gas/Methane Gas Detected | <i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i> |
| | *Electrical Hazards - Exposed Wires/Open Panels | <i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i> |
| | *Electrical Hazards - Water Leaks on/near Electrical Equipment | <i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i> |
| | Flammable Materials - Improperly Stored | <i>Flammable materials are improperly stored, causing the potential risk of fire or explosion</i> |
| | Garbage and Debris - Outdoors | <i>Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i> |
| | Hazards - Other | <i>Any general defects or hazards that pose risk of bodily injury</i> |
| | Hazards - Sharp Edges | <i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i> |
| | Hazards - Tripping | <i>Any physical defect in walkways or other travelled area that poses a tripping risk</i> |
| | Infestation - Insects | <i>Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk</i> |
| | Infestation - Rats/Mice/Vermin | <i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i> |
| Mailboxes/Project Signs | Mailbox Missing/Damaged | <i>Mailbox cannot be locked or is missing</i> |
| | Signs Damaged | <i>The project sign is not legible or readable because of deterioration or damage</i> |
| Parking Lots/Driveways/Roads | Cracks | <i>Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard</i> |
| | Ponding | <i>3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe</i> |
| | Potholes/Loose Material | <i>Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling</i> |
| | Settlement/Heaving | <i>Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles</i> |
| Play Areas and Equipment | Damaged/Broken Equipment | <i>More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk</i> |
| | Deteriorated Play Area Surface | <i>More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk</i> |
| Refuse Disposal | Broken/Damaged Enclosure-Inadequate Outside Storage Space | <i>A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal</i> |
| Retaining Walls | Damaged/Falling/Leaning | <i>A retaining wall is damaged and does not function as it should or is a safety risk</i> |
| Storm Drainage | Damaged/Obstructed | <i>The system is partially or fully blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended</i> |
| Walkways/Steps | Broken/Missing Hand Railing | <i>The hand rail is missing, damaged, wobbly or otherwise unusable</i> |
| | Cracks/Settlement/Heaving | <i>Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard</i> |
| | Spalling/Exposed rebar | <i>More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability</i> |

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Building Exterior**

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|-------------------------|--|---|
| Doors | Damaged Frames/Threshold/Lintels/Trim | <i>Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim</i> |
| | Damaged Hardware/Locks | <i>Any door that does not function as it should or cannot be locked because of damage to the door's hardware</i> |
| | Damaged Surface (Holes/Paint/Rusting/Glass) | <i>Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass</i> |
| | Damaged/Missing Screen/Storm/Security Door | <i>Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing</i> |
| | Deteriorated/Missing Caulking/Seals | <i>The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should</i> |
| | Missing Door | <i>Any exterior door that is missing</i> |
| Fire Escapes | *Blocked Egress/Ladders | <i>Stored items or other barriers restrict or block people from exiting</i> |
| | Visibly Missing Components | <i>Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing</i> |
| Foundations | Cracks/Gaps | <i>Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart</i> |
| | Spalling/Exposed Rebar | <i>Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other</i> |
| Health and Safety | *Electrical Hazards - Exposed Wires/Open Panels | <i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i> |
| | *Electrical Hazards - Water Leaks on/near Electrical Equipment | <i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i> |
| | *Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | <i>The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</i> |
| | Emergency Fire Exits - Missing Exit Signs | <i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i> |
| | Flammable/Combustible Materials - Improperly Stored | <i>Flammable materials are improperly stored, causing the potential risk of fire or explosion</i> |
| | Garbage and Debris - Outdoors | <i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i> |
| | Hazards - Other | <i>Any general defects or hazards that pose risk of bodily injury</i> |
| | Hazards - Sharp Edges | <i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i> |
| | Hazards - Tripping | <i>Any physical defect in walkways or other travelled area that poses a tripping risk</i> |
| | Infestation - Insects | <i>Evidence of infestation of insects-including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk</i> |
| | Infestation - Rats/Mice/Vermin | <i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i> |
| Lighting | Broken Fixtures/Bulbs | <i>10% or more of the lighting fixtures and bulbs surveyed are broken or missing</i> |
| Roofs | Damaged Soffits/Fascia | <i>Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible</i> |
| | Damaged Vents | <i>Vents are missing or so visibly damaged that further roof damage is possible</i> |
| | Damaged/Clogged Drains | <i>The drain is damaged or partially clogged with debris or the drain no longer functions</i> |
| | Damaged/Torn Membrane/Missing Ballast | <i>Balast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration</i> |
| | Missing/Damaged Components from Downspout/Gutter | <i>Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior</i> |
| | Missing/Damaged Shingles | <i>Roofing shingles are missing or damaged enough to create a risk of water penetration</i> |
| | Ponding | <i>Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials</i> |

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|---------|--|--|
| Walls | Cracks/Gaps | <i>Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration</i> |
| | Damaged Chimneys | <i>Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard</i> |
| | Missing/Damaged Caulking/Mortar | <i>Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage</i> |
| | Missing Pieces/Holes/Spalling | <i>Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage</i> |
| | Stained/Peeling/Needs Paint | <i>More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration</i> |
| Windows | Broken/Missing/Cracked Panes | <i>Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane</i> |
| | Damaged Sills/Frames/Lintels/Trim | <i>Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness</i> |
| | Damaged/Missing Screens | <i>Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length</i> |
| | Missing/Deteriorated Caulking/Seals/Glazing Compound | <i>There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure</i> |
| | Peeling/Needs Paint | <i>More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration</i> |
| | *Security Bars Prevent Egress | <i>The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks</i> |

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Building Systems**

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|-------------------------|--|--|
| Domestic Water | Leaking Central Water Supply | <i>Leaking water from water supply line is observed</i> |
| | Missing Pressure Relief Valve | <i>There is no pressure relief valve or pressure relief valve does not drain down to the floor</i> |
| | Rust/Corrosion on Heater Chimney | <i>The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney</i> |
| | Water Supply Inoperable | <i>There is no running water in any area of the building where there should be</i> |
| Electrical System | Blocked Access/Improper Storage | <i>One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency</i> |
| | Burnt Breakers | <i>Carbon residue, melted breakers or arcing scars are evident</i> |
| | Evidence of Leaks/Corrosion | <i>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</i> |
| | Frayed Wiring | <i>Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire</i> |
| | Missing Breakers/Fuses | <i>Any open and/or exposed breaker port</i> |
| | *Missing Outlet Covers | <i>A cover is missing, which results in exposed visible electrical connections</i> |
| Elevators | Not Operable | <i>The elevator does not function at all or the elevator doors open when the cab is not there</i> |
| Emergency Power | Auxiliary Lighting Inoperable (if applicable) | <i>Auxiliary lighting does not function</i> |
| Fire Protection | Missing Sprinkler Head | <i>Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped</i> |
| | *Missing/Damaged/Expired Extinguishers | <i>There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required</i> |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | <i>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</i> |
| | *Air Quality - Propane/Natural Gas/Methane Gas Detected | <i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i> |
| | Air Quality - Sewer Odor Detected | <i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i> |
| | *Electrical Hazards - Exposed Wires/Open Panels | <i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i> |
| | *Electrical Hazards - Water Leaks on/near Electrical Equipment | <i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i> |
| | Elevator - Tripping | <i>An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard</i> |

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|------------------------|---|--|
| | *Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | <i>The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</i> |
| | Emergency Fire Exits - Missing Exit Signs | <i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i> |
| | Flammable Materials - Improperly Stored | <i>Flammable materials are improperly stored, causing the potential risk of fire or explosion</i> |
| | Garbage and Debris - Indoors | <i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i> |
| | Hazards - Other | <i>Any general defects or hazards that pose risk of bodily injury</i> |
| | Hazards - Sharp Edges | <i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i> |
| | Hazards - Tripping Hazards | <i>Any physical defect in walkways or other travelled area that poses a tripping risk</i> |
| | Infestation - Insects | <i>Evidence of infestation of insects-including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk</i> |
| | Infestation - Rats/Mice/Vermin | <i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i> |
| HVAC | Boiler/Pump Leaks | <i>Evidence of water or steam leaking in piping or pump packing</i> |
| | Fuel Supply Leaks | <i>Evidence of any amount of fuel leaking from the supply tank or piping</i> |
| | General Rust/Corrosion | <i>Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice</i> |
| | *Misaligned Chimney/Ventilation System | <i>A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases</i> |
| Roof Exhaust System | Roof Exhaust Fan(s) Inoperable | <i>The roof exhaust fan unit does not function</i> |
| Sanitary System | Broken/Leaking/Clogged Pipes or Drains | <i>Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains</i> |
| | Missing Drain/Cleanout/Manhole Covers | <i>A protective cover is missing</i> |

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Common Areas**

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
|---------------------------|---|---|
| Basement/Garage/Carport | Baluster/Side Railings - Damaged | <i>Any damaged or missing balusters or side rails that limit the safe use of an area</i> |
| Closet/Utility/Mechanical | Cabinets - Missing/Damaged | <i>10% or more of cabinet, doors, or shelves are missing or the laminate is separating</i> |
| Community Room | Call for Aid - Inoperable | <i>The system does not function as it should</i> |
| Halls/Corridors/Stairs | Ceiling - Holes/Missing Tiles/Panels/Cracks | <i>Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long</i> |
| Kitchen | Ceiling - Peeling/Needs Paint | <i>More than 10% of ceiling has peeling paint or is missing paint</i> |
| Laundry Room | Ceiling - Water Stains/Water Damage/Mold/Mildew | <i>Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square</i> |
| Lobby | Countertops - Missing/Damaged | <i>10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food</i> |
| Office | Dishwasher/Garbage Disposal - Inoperable | <i>The dishwasher or garbage disposal does not operate as it should</i> |
| Other Community Spaces | Doors - Damaged Frames/Threshold/Lintels/Trim | <i>Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim</i> |
| Patio/Porch/Balcony | Doors - Damaged Hardware/Locks | <i>Any door that does not function as it should or cannot be locked because of damage to the door's hardware</i> |
| Restrooms | Doors - Damaged Surface (Holes/Paint/Rust/Glass) | <i>Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass</i> |
| Storage | Doors - Damaged/Missing Screen/Storm/Security Door | <i>Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing</i> |
| | Doors - Deteriorated/Missing Seals (Entry Only) | <i>The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should</i> |
| | Doors - Missing Door | <i>Any door that is missing that is required for the functional use of the space</i> |
| | Dryer Vent - Missing/Damaged/Inoperable | <i>The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside</i> |

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| Electrical - Blocked Access to Electrical Panel | <i>One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency</i> |
| Electrical - Burnt Breakers | <i>Carbon residue, melted breakers or arcing scars are evident</i> |
| Electrical - Evidence of Leaks/Corrosion | <i>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</i> |
| Electrical - Frayed Wiring | <i>Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire</i> |
| Electrical - Missing Breakers | <i>Any open and/or exposed breaker port</i> |
| *Electrical - Missing Covers | <i>A cover is missing, which results in exposed visible electrical connections</i> |
| Floors - Bulging/Buckling | <i>Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types</i> |
| Floors - Floor Covering Damaged | <i>More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.</i> |
| Floors - Missing Floor/Tiles | <i>More than 5% of the flooring or tile flooring is missing</i> |
| Floors - Peeling/Needs Paint | <i>Any painted flooring that has peeling or missing paint on more than 10% of the surface</i> |
| Floors - Rot/Deteriorated Subfloor | <i>Any rotted or deteriorated subflooring greater than 6 inches by 6 inches</i> |
| Floors - Water Stains/Water Damage/Mold/Mildew | <i>Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square</i> |
| GFI - Inoperable | <i>The GFI does not function</i> |
| Graffiti | <i>Any graffiti on any exposed surface greater than 6 inches by 6 inches</i> |
| HVAC - Convection/Radiant Heat System Covers Missing/Damaged | <i>Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans</i> |
| HVAC - General Rust/Corrosion | <i>Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice</i> |
| HVAC - Inoperable | <i>HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged</i> |
| *HVAC - Misaligned Chimney/Ventilation System | <i>Any misalignment that may cause improper or dangerous venting of gases</i> |
| HVAC - Noisy/Vibrating/Leaking | <i>HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged</i> |
| Lavatory Sink - Damaged/Missing | <i>Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used</i> |
| Lighting - Missing/Damaged/Inoperable Fixture | <i>More than 10% of the permanent lighting fixtures are missing or damaged so they do not function</i> |
| Mailbox - Missing/Damaged | <i>The U.S Postal Service mailbox cannot be locked or is missing</i> |
| *Outlets/Switches/Cover Plates - Missing/Broken | <i>Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring</i> |
| Pedestrian/Wheelchair Ramp | <i>A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers</i> |
| Plumbing - Clogged Drains | <i>Drain is substantially or completely clogged or has suffered extensive deterioration</i> |
| Plumbing - Leaking Faucet/Pipes | <i>A steady leak that is adversely affecting the surrounding area</i> |
| Range Hood /Exhaust Fans - Excessive Grease/Inoperable | <i>A substantial accumulation of dirt or grease that threatens the free passage of air</i> |
| Range/Stove - Missing/Damaged/Inoperable | <i>One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning</i> |
| Refrigerator - Damaged/Inoperable | <i>The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance</i> |
| Restroom Cabinet - Damaged/Missing | <i>Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose</i> |
| Shower/Tub - Damaged/Missing | <i>Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing</i> |
| Sink - Missing/Damaged | <i>Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing</i> |

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| | *Smoke Detector - Missing/Inoperable | <i>Smoke detector is missing or does not function as it should</i> |
| | Stairs - Broken/Damaged/Missing Steps | <i>A step is missing or broken</i> |
| | Stairs - Broken/Missing Hand Railing | <i>The hand rail is missing, damaged, wobbly or otherwise unusable</i> |
| | Ventilation/Exhaust System - Inoperable | <i>exhaust fan is not functioning or window designed for ventilation does not open</i> |
| | Walls - Bulging/Buckling | <i>Bulging, buckling or sagging walls or a lack of horizontal alignment</i> |
| | Walls - Damaged | <i>Any hole in wall greater than 2 inches by 2 inches</i> |
| | Walls - Damaged/Deteriorated Trim | <i>10% or more of the wall trim is damaged</i> |
| | Walls - Peeling/Needs Paint | <i>10% or more of interior wall paint is peeling or missing</i> |
| | Walls - Water Stains/Water Damage/Mold/Mildew | <i>Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square</i> |
| | Water Closet/Toilet - Damaged/Clogged/Missing | <i>Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed</i> |
| | Windows - Cracked/Broken/Missing Panes | <i>Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane</i> |
| | Windows - Damaged Window Sill | <i>The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness</i> |
| | Windows - Inoperable/Not Lockable | <i>Any window that is not functioning or cannot be secured because lock is broken</i> |
| | Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound | <i>There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure</i> |
| | Windows - Peeling/Needs Paint | <i>More than 10% of interior window paint is peeling or missing</i> |
| | *Windows - Security Bars Prevent Egress | <i>The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks</i> |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | <i>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</i> |
| | *Air Quality - Propane/Natural Gas/Methane Gas Detected | <i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i> |
| | Air Quality - Sewer Odor Detected | <i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i> |
| | *Electrical Hazards - Exposed Wires/Open Panels | <i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i> |
| | *Electrical Hazards - Water Leaks on/near Electrical Equipment | <i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i> |
| | *Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | <i>The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</i> |
| | Emergency Fire Exits - Missing Exit Signs | <i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i> |
| | Flammable/Combustible Materials - Improperly Stored | <i>Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion</i> |
| | Garbage and Debris - Indoors | <i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i> |
| | Garbage and Debris - Outdoors | <i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i> |
| | Hazards - Other | <i>Any general defects or hazards that pose risk of bodily injury</i> |
| | Hazards - Sharp Edges | <i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i> |
| | Hazards - Tripping | <i>Any physical defect in walkways or other travelled area that poses a tripping risk</i> |
| | Infestation - Insects | <i>Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk</i> |
| | Infestation - Rats/Mice/Vermin | <i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i> |
| Pools and Related Structures | Fencing - Damaged/Not Intact | <i>Any damage that could compromise the integrity of the fence</i> |

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| Trash Collection Areas | Chutes - Damaged/Missing Components | Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed |
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**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Unit**

| Inspectable Item | Observable Deficiency | Type and Degree of Deficiency that must be addressed |
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| Bathroom | Bathroom Cabinets - Damaged/Missing | Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose |
| | Lavatory Sink - Damaged/Missing | Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing |
| | Plumbing - Clogged Drains, Faucets | Drain or faucet is substantially or completely clogged or has suffered extensive deterioration |
| | Plumbing - Leaking Faucet/Pipes | A steady leak that is adversely affecting the surrounding area |
| | Shower/Tub - Damaged/Missing | Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing |
| | Ventilation/Exhaust System – Absent/Inoperable | exhaust fan is not functioning or window designed for ventilation does not open |
| | Water Closet/Toilet - Damaged/Clogged/Missing | Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed |
| Call-for-Aid (if applicable) | Inoperable | The system does not function as it should |
| Ceiling | Bulging/Buckling/Leaking | Bulging, buckling or sagging ceiling or problem with alignment |
| | Holes/Missing Tiles/Panels/Cracks | Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long |
| | Peeling/Needs Paint | More than 10% of ceiling has peeling paint or is missing paint |
| | Water Stains/Water Damage/Mold/Mildew | Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square |
| Doors | Damaged Frames/Threshold/Lintels/Trim | Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim |
| | Damaged Hardware/Locks | Any door that does not function as it should or cannot be locked because of damage to the door's hardware |
| | Damaged/Missing Screen/Storm/Security Door | Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing |
| | Damaged Surface - Holes/Paint/Rusting/Glass/Rotting | Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass |
| | Deteriorated/Missing Seals (Entry Only) | The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should |
| | Missing Door | Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality |
| Electrical System | Blocked Access to Electrical Panel | One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency |
| | Burnt Breakers | Carbon residue, melted breakers or arcing scars are evident |
| | Evidence of Leaks/Corrosion | 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 |
| | Frayed Wiring | Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire |
| | GFI - Inoperable | The GFI does not function |
| | Missing Breakers/Fuses | Any open and/or exposed breaker port |
| | *Missing Covers | A cover is missing, which results in exposed visible electrical connections |
| Floors | Bulging/Buckling | Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types |
| | Floor Covering Damage | More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams. |
| | Missing Flooring Tiles | Any flooring or tile flooring that is missing |
| | Peeling/Needs Paint | Any painted flooring that has peeling or missing paint on more than 10% of the surface |

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| | Rot/Deteriorated Subfloor | <i>Any rotted or deteriorated subflooring greater than 6 inches by 6 inches</i> |
| | Water Stains/Water Damage/Mold/Mildew | <i>Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square</i> |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | <i>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</i> |
| | Air Quality - Sewer Odor Detected | <i>Sewer odors that could pose a health risk if inhaled for prolonged periods</i> |
| | *Air Quality - Propane/Natural Gas/Methane Gas Detected | <i>Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled</i> |
| | *Electrical Hazards - Exposed Wires/Open Panels | <i>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</i> |
| | *Electrical Hazards - Water Leaks on/near Electrical Equipment | <i>Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion</i> |
| | *Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | <i>The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</i> |
| | Emergency Fire Exits - Missing Exit Signs | <i>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</i> |
| | Flammable Materials - Improperly Stored | <i>Flammable materials are improperly stored, causing the potential risk of fire or explosion</i> |
| | Garbage and Debris - Indoors | <i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i> |
| | Garbage and Debris - Outdoors | <i>Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris</i> |
| | Hazards - Other | <i>Any general defects or hazards that pose risk of bodily injury</i> |
| | Hazards - Sharp Edges | <i>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</i> |
| | Hazards - Tripping | <i>Any physical defect in walkways or other travelled area that poses a tripping risk</i> |
| | Infestation - Insects | <i>Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk</i> |
| | Infestation - Rats/Mice/Vermin | <i>Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</i> |
| Hot Water Heater | *Misaligned Chimney/Ventilation System | <i>Any misalignment that may cause improper or dangerous venting of gases</i> |
| | Inoperable Unit/Components | <i>Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly</i> |
| | Leaking Valves/Tanks/Pipes | <i>There is evidence of active water leaks from hot water heater or related components</i> |
| | Pressure Relief Valve Missing | <i>There is no pressure relief valve or pressure relief valve does not drain down to the floor</i> |
| | Rust/Corrosion | <i>Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice</i> |
| HVAC System | Convection/Radiant Heat System Covers Missing/Damaged | <i>Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans</i> |
| | Inoperable | <i>HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged</i> |
| | Misaligned Chimney/Ventilation System | <i>Any misalignment that may cause improper or dangerous venting of gases</i> |
| | Noisy/Vibrating/Leaking | <i>The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged</i> |
| | Rust/Corrosion | <i>Deterioration from rust or corrosion on the HVAC system in the dwelling unit</i> |
| Kitchen | Cabinets - Missing/Damaged | <i>10% or more of cabinet, doors, or shelves are missing or the laminate is separating</i> |
| | Countertops - Missing/Damaged | <i>10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food</i> |
| | Dishwasher/Garbage Disposal - Inoperable | <i>The dishwasher or garbage disposal does not operate as it should</i> |
| | Plumbing - Clogged Drains | <i>Drain is substantially or completely clogged or has suffered extensive deterioration</i> |
| | Plumbing - Leaking Faucet/Pipes | <i>A steady leak that is adversely affecting the surrounding area</i> |

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| | Range Hood/Exhaust Fans - Excessive Grease/Inoperable | <i>A substantial accumulation of dirt or grease that threatens the free passage of air</i> |
| | Range/Stove - Missing/Damaged/Inoperable | <i>One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning</i> |
| | Refrigerator-Missing/Damaged/Inoperable | <i>The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance</i> |
| | Sink - Damaged/Missing | <i>Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing</i> |
| Laundry Area (Room) | Dryer Vent - Missing/Damaged/Inoperable | <i>The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside</i> |
| Lighting | Missing/Inoperable Fixture | <i>A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room</i> |
| Outlets/Switches | Missing | <i>An outlet or switch is missing</i> |
| | *Missing/Broken Cover Plates | <i>An outlet or switch has a broken cover plate over a junction box or the cover plate is missing</i> |
| Patio/Porch/Balcony | Baluster/Side Railings Damaged | <i>Any damaged or missing balusters or side rails that limit the safe use of an area</i> |
| Smoke Detector | *Missing/Inoperable | <i>Smoke detector is missing or does not function as it should</i> |
| Stairs | Broken/Damaged/Missing Steps | <i>A step is missing or broken</i> |
| | Broken/Missing Hand Railing | <i>The hand rail is missing, damaged, wobbly or otherwise unusable</i> |
| Walls | Bulging/Buckling | <i>Bulging, buckling or sagging walls or a lack of horizontal alignment</i> |
| | Damaged | <i>Any hole in wall greater than 2 inches by 2 inches</i> |
| | Damaged/Deteriorated Trim | <i>10% or more of the wall trim is damaged</i> |
| | Peeling/Needs Paint | <i>10% or more of interior wall paint is peeling or missing</i> |
| | Water Stains/Water Damage/Mold/Mildew | <i>Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square</i> |
| Windows | Cracked/Broken/Missing Panes | <i>Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane</i> |
| | Damaged Window Sill | <i>The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness</i> |
| | Missing/Deteriorated Caulking/Seals/Glazing Compound | <i>There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure</i> |
| | Inoperable/Not Lockable | <i>Any window that is not functioning or cannot be secured because lock is broken</i> |
| | Peeling/Needs Paint | <i>More than 10% of interior window paint is peeling or missing</i> |
| | *Security Bars Prevent Egress | <i>The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks</i> |