

Exhibit 7-1

Uniform Physical Condition Standards

1. Introduction

The Department of Housing and Urban Development (HUD) has mandated that Public Housing Authorities (PHAs) have an inspection program for Conventional Low Rent units. This program will use Uniform Physical Condition Standard (UPCS) as a benchmark. The primary purpose for adoption of these standards is to provide the tenant with decent, safe, and sanitary housing.

Interpretation, implementation, standardization, and enforcement of UPCS are the responsibility of the Management Specialist (MS) based in Anchorage. The word inspector as used throughout this policy shall refer to the following: property manager, maintenance person, or MS. When reference is made to the MS, it specifically refers to Anchorage.

The inspector's primary role is to ensure that UPCS requirements are being met. The inspector must thoroughly inspect all aspects of the property (dwelling unit, building systems, site, common areas, and building exterior), while documenting the process through the Inspection Report, Property Manager Alert Form, Work Orders, tenant charges, or other documentation.

Prior to occupancy, a UPCS Move-In Inspection must be completed and each year thereafter an Annual UPCS Inspection, until the occupancy is terminated. A dwelling unit must pass a UPCS Move In inspection before a tenant is allowed to occupy a dwelling unit, no exceptions.

The Annual UPCS Inspection is based on the tenants move in date. Annual UPCS Inspections, along with the property manager's six-month Occupancy Inspection (housekeeping review), will ensure that the dwelling unit remains in compliance with UPCS requirements throughout the occupancy.

The following UPCS standard operating procedures shall be used in all Conventional Low Rent and Section 8 New Housing Programs. This includes AHFC's dwelling units in Anchorage, Bethel, Cordova, Fairbanks, Juneau, Ketchikan, Kodiak, Nome, Petersburg, Seward, Sitka, Valdez, Wasilla, and Wrangell.

2. Uniform Physical Condition Standards

UPCS is defined and published by HUD (24 CFR 5.701). The standards are general guidelines with regulations intended for use on a nationwide basis.

The primary objective of these standards is to protect the tenant by assuring that a basic level of adequate housing is provided. UPCS requires that each dwelling unit and property meets 7 Performance Requirements. These include:

1. Site
2. Building Exterior
3. Building Systems
4. Dwelling Units
5. Common Areas
6. Health and Safety
7. Compliance with State and local Codes

Each Performance Requirement has an established acceptability criteria for determining the minimum acceptable conditions. However, these are loosely defined by HUD and are often open for interpretation. HUD and AHFC rely on the "good judgment" of the inspector.

The development of UPCS for AHFC's Housing Program is complicated due to the diversity of housing stock characteristics and geographic locations. Consideration has been taken to create a universal interpretation for all locations, while meeting HUD's Acceptability Criteria Standards for each Performance Requirement.

The Uniform Physical Condition Standards (UPCS) Flip-Field Guide and the Uniform Physical Condition Checklist are the reference materials to be used by all housing locations throughout the state. These items should be readily available to inspectors.

When situations arise where there is no clear interpretation from the above reference materials, the inspector should consult with their Supervisor for a solution.

Additionally, all sites, building exteriors, building systems, common areas, and units must meet the UPCS Standards listed below.

2.A Site

2.A.1. Fencing and Retaining Walls

1. Record damage to an interior fence gate, which renders a gate inoperable/ineffective or damage to a perimeter or a security fence gate that is still operational.
2. Record absence or damage to a perimeter or security gate which renders the gate inoperable/ineffective and potentially compromises safety and/or security.

3. Record if the structure (fence, retaining wall, or gate) is rusted, falling and/or leaning, deteriorated, uprooted presents threat to security and/or health and safety.
4. Record any openings or penetrations in fences or gates designed to keep intruders out or children in, which allows passage of animals and can pose a threat to the safety of children or does not present an obstacle against intrusion.
5. Record any missing sections of interior or exterior fencing and retaining walls.

2.A.2. Grounds

1. Record signs of erosion which includes visible collection of surface material, visible or potential failure of adjoining structures or systems, e.g., pipes, pavements, foundations, building, etc, or an area which creates an unsafe pedestrian condition and/or renders an area of the grounds unusable.
2. Record man-made sunken tracks/ruts or grooves/depressions and/or record as "Health & Safety" if they present a "Hazard."
3. Record plant life that has infiltrated unacceptable areas and/or has grown beyond established parameters. The vegetation is of such size or density as to make the visibility of hazards, such as broken glass, holes, etc., difficult. Plant life is in contact with an unintended surface, such as, buildings, gutters, walkways, roads, fences/walls, roofs, HVAC units, etc. vegetation is of such size or density that it obstructs intended walkways. Plants have rendered visible damage to component, area, or system of the property or have made them unusable.
4. Record accumulations of water and/or ice in a depressed area or has collected on the grounds for which ponding was not intended.

2.A.3. Light Fixtures & Light Bulbs

Record all broken and missing site lighting fixtures, and burned out bulbs. If a damaged fixture or fixtures presents a safety hazard, record manually as a health and safety concern.

2.A.4. Mailboxes

Record all mailboxes that are missing, damaged but functional, and those that do not function properly.

2.A.5. Project Signs

Record all signs that are missing, damaged, deteriorated, or not legible.

2.A.6. Graffiti

Record visual observation of a crude (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on a building surface, retaining wall, or fence so as to be seen by the public.

2.A.7. Litter

Record excessive litter, objects, or trash as you would view a city park in America.

2.A.8. Parking Lots/Driveways/Roads

1. Record visible faults in the pavement, including longitudinal, lateral, alligator, etc. This does not include cracks from settlement/heaving. Record pavement that sinks and/or rises due to failure of subbase materials.
2. Record visible accumulation of water and/or ice collecting in a depression on an otherwise flat plane.
3. Record all holes resulting from road surface failure; or loose, freestanding aggregate material is observed resulting from deterioration.

2.A.9. Play Areas and Equipment

1. Record forcibly fractured into pieces or shattered, incomplete, inoperable, or missing equipment.
2. Record damage to play area caused by cracking, heaving, settling, ponding, potholes, loose materials, erosion, rutting, etc.

2.A.10. Refuse Disposal

Record when the trash/refuse site is broken or damaged including its walls and/or has insufficient capacity for the proper storage of refuse until disposal.

2.A.11. Storm Drainage

Record when it is broken, or when partial or complete blockage by broken or collapsed pipe, infiltration of tree roots, accumulation of sediment, or other obstructions.

2.A.12. Walkways

1. Record visible faults in the pavement, including longitudinal, lateral, alligator, etc. Pavement that sinks and/or rises due to failure of subbase materials.
2. Record visible concrete or masonry walkway that is flaking, chipping or crumbling, possibly exposing underlying reinforcing material.

2.B Building Exterior

2.B.1. Doors

1. Record any glass and/or compound/structure to support and hold glass or other materials within a frame that are missing or broken.

2. Record any frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some matter. Damage to a door's hardware including locks, hinges, etc. should be recorded.
3. Record when attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door enclosures. Doors designed with locks, the locks must work. Doors designed without locks should not be recorded as defective for not having a lock.
4. Record damage to the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security. Includes holes, peeling/cracking/no paint, or significant rust.
5. Record when sealant and stripping designed to provide weather resistance or caulking is missing or deteriorated from entry doors.

2.B.2. Fire Escapes

Record when any part of the fire escape, including ladders, is visibly blocked in a way that limits or restricts clear egress.

2.B.3. Foundations

1. Record any visible split in the exterior of the lowest structural wall.
2. Record any concrete or masonry wall that is flaking, chipping, or crumbling possibly exposing underlying reinforcing materials (rebar).

2.B.4. Lighting

1. Record any damaged fixture or fixtures that presents a safety hazard. This includes, but is not limited to, broken fixtures that have the potential to fall on pedestrians, or fixtures that could lead to electrocution.
2. Record lamps that are missing or broken from fixtures. May include incandescent, fluorescent, mercury vapor, or others.
 - a) Record burnt out bulbs or non-functioning fixtures.

2.B.5. Roofs

1. Record roof drainage systems which do not effectively remove water. Record soffit fascia and/or associated components which are damaged or deteriorated.
2. Record damaged vents on or extending through the roof surface or components which are damaged and/or missing. Vents may include, but are not limited to, ridge vents, soffit vents, gable vents, plumbing vents, or gas vent.

3. Record visible rip or wear in the membrane. Includes punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen and similar materials are all subject to tear/puncture.
4. Record components of the drainage system are visibly missing or damaged. The system includes gutters, leaders, downspouts, splash blocks and drain openings.
5. Record when the shingles are missing or damaged which includes, but is not limited to, cracking, warping, cupping or deterioration.
6. Record evidence of areas where standing water exists.

2.B.6. Walls

1. Record visible split, separation, or gap in the exterior walls. The cracks/gaps defect and the missing pieces/holes/spalling defect should not both be recorded. Only record one of these two defects if both conditions exist.
2. Record when the chimney, including the portion extending above the roof line, has separated from the wall or has cracks, spalling, missing pieces, or broken sections.
3. Record deterioration, such as missing pieces, holes or spalling in the exterior wall surface. May also be attributed to rotting materials: or, concrete, stucco, or masonry wall is flaking, chipping, or crumbling.

2.B.7. Windows

1. Record a screen that is punctured, torn, or is otherwise damaged or is missing.
2. Record when window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion, or other deterioration.
3. Record when caulking or glazing compound to provide weather resistance is missing or deteriorated. *Note: This also includes Thermopane or insulated windows that have failed.*
4. Record when security bars are damaged, constructed or installed, such that egress is severely limited or impossible.
5. Record when sealant and stripping designed to provide weather resistance or caulking is missing or deteriorated.

2.C Building Systems

2.C.1. Domestic Water

1. Record visible leaks from any water system component. Includes valve flanges, stems, bodies, hose bibs or from any domestic water tank or its pipe or pipe connections.
2. Record if the ventilation system on a gas/oil fired water heater is misaligned.

3. Record if the pressure relief valve on central hot water heating system is not present and/or does not extend to the floor.
4. Record the material condition of the equipment and/or associated piping which shows evidence of flaking, discoloration, pitting or crevices.

2.C.2. Electrical System

1. Record the placing of any object (fixed or of sufficient size and weight) that will delay or prevent access to any panel board or main power switch in an emergency.
 - a) If locked and access can be gained only quickly by authorized personnel it should not be recorded as a deficiency.
 - b) Such areas should be reviewed for the presence of hazardous materials and if found, should be recorded as a Health and Safety - Flammable Materials.
2. Record any situation where the insulation is frayed, stripped, or removed resulting in a potentially dangerous condition.
3. Additionally, record any nicks, abrasions or fraying of the insulation that results in exposed wires.
4. Record missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed. *Note: In case of abandoned wiring where identified, capped wires do not pose a risk and should not be recorded as a defect.*

2.C.3. Elevators

Record when the elevator will not ascend or descend, or door will not open or close, or door opens without cab being present.

2.C.4. Emergency Power

Record when records are not properly maintained or available.

2.C.5. Fire Protection

1. Record when any sprinkler head connected to the central fire protection system is missing, visibly disabled, blocked, and/or capped. *Note: Components include test plugs, drains and test fittings.*
2. Record when a portable fire extinguisher is not in its proper location, is damaged or the extinguisher certification has expired.

2.C.6. HVAC

1. Record the escaping of water/steam from unit casing or system piping.
2. Record when the material condition of the equipment and/or associated piping/ducting shows evidence of flaking, discoloration, pitting or crevices.

2.D Common Areas

2.D.1. Electrical System

1. Record the placing of any object (fixed or of sufficient size and weight) that will delay or prevent access to any panel board or main power switch.
2. Record when insulation is frayed, stripped, or removed resulting in a potentially dangerous condition.
3. Record nicks, abrasions or fraying of the insulation that results in exposed wires.
4. Record missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

2.D.2. Ceilings

1. Record punctures in the ceiling surface. May or may not penetrate completely. Panels or tiles may be missing or damaged.
2. Record when the paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.
3. Record when visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

2.D.3. Doors

1. Record when the glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.
2. Record damage in the door surface that may affect either the surface protection or the strength of the door, or it may compromise building security or privacy. Includes holes, peeling/cracking/no paint, or significant rust.
3. Record when the frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.
4. Record when the attachments to a door to provide hinging, hanging, opening, closing, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.
5. Record when the seals and stripping around the door(s) designed to provide fire resistance or weatherization are damaged or missing.

2.D.4. Floors

1. Record damage to the carpet, tiles, wood, sheet vinyl, or other floor covering.
2. Record when flooring such as terrazzo, hardwood, ceramic tile or other flooring material is missing.
3. Record when painted floors have peeling, cracking, flaking, or otherwise deteriorated painted surfaces.
4. Record when subfloor has decayed or is decaying.
5. Record when visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

2.D.5. Lighting

Record when a lighting fixture is damaged, inoperable, or missing.

2.D.6. Outlets/Switches/Cover Plates

Record when the flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist. Switch or outlet is missing.

2.D.7. Smoke Detectors

Record when smoke detector will not activate, or is missing.

2.D.8. Stairs

Record when the horizontal tread or stair surface is damaged or non-existent.

2.D.9. Halls/Corridors/Stairs

1. Record when a pedestrian walkway or wheelchair ramp associated with a specific building is damaged or unusable.
2. Record when a mailbox does not function properly due to deterioration, damage, or is absent.
3. Record visible observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on walls, floors, ceilings, etc.

2.D.10. Walls

1. Record when cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.
2. Record punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.

3. Record when paint is peeling, cracking, flaking, otherwise deteriorated.
4. Record when walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation of surface failure may have occurred.

2.D.11. Windows

1. Record when glass or pane is cracked, broken or missing.
2. Record when the horizontal member of the window that bears the upright portion of the frame is damaged.
3. Record when the security bars are damaged, constructed or installed such that egress is severely limited or impossible.

2.D.12. HVAC

1. Record when the exhaust system on a gas/oil fired unit is misaligned.
2. Record when the heating, cooling, or ventilation system is inoperable.
3. Record when the HVAC distribution components, including fans, are the source of abnormal noise, unusual vibration, or leaks.
4. Record when convection/radiant heat system cover is missing or damaged thereby producing a potential for a burn or related injury.
5. Record when the material condition of the equipment and/or associated piping/ ducting shows evidence of flaking, discoloration, pitting or crevices.

2.D.13. Countertops -- Kitchen

Record when a flat work surface in a kitchen, often integral to lower cabinet space, is missing or deteriorated.

2.D.14. Cabinets -- Kitchen

Record when a case, box or piece of furniture with sets of drawers or shelves, with doors, primarily used for storage, mounted on walls or mounted on floors is misaligned or damaged.

2.D.15. GFI -- Kitchen/Restrooms/Pool Structures

Record when a GFI is present and inoperable.

2.D.16. Pool & Related Structures

Record when pool was not in operation during the inspection.

2.D.17. Lavatory Sink

Record when the sink, faucet, or accessories are missing, damaged, or inoperable.

2.D.18. Plumbing

1. Record when water does not drain adequately in shower, sink, tub or basin.
2. Record when sink faucet or piping leaks.

2.D.19. Range/Stove

Record when unit is absent or damaged.

2.D.20. Refrigerator

Record when the refrigerator does not perform adequately.

2.D.21. Sink

Record when the sink, faucet or accessories are missing, damaged, or inoperable.

2.D.22. Restrooms Cabinets (Restrooms/Pool Structures)

Record when restroom cabinets are damaged or missing, vanity tops, drawers, shelves, and doors to include medicine cabinets and vanities.

2.D.23. Shower/Tub (Restrooms/Pool Structures)

Record when shower/tub or components are damaged or non-existent.

2.D.24. Ventilation/Exhaust System (Restrooms/Pool Structures)

Record failure of apparatus to exhaust air.

2.D.25. Water Closet/Toilet (Restrooms/Pool Structures) (Bathrooms)

Record when water closet/toilet is damaged or non-existent.

2.D.26. Trash Collection Areas

Record when the structure that is utilized to direct garbage into the appropriate storage container is damaged, misaligned, or missing. Components include but are not limited to the chute, the chute door.

2.E Units

2.E.1. Bathroom

1. Record damaged or missing cabinets, vanity tops, drawers, shelves, and doors. Includes medicine cabinets and vanities.
2. Record any basin (sink) that shows signs of deterioration, distress, and/or is non-existent. Note: If the stopper is visible in vicinity of shower/tub area it should not be recorded as a defect.
3. Record when water does not drain adequately in shower, tub, or basin (sink).
4. Record item when basin, shower, water closet, or tub faucet and/or associated pipes leak water.

5. Record when shower/tub or components are damaged or non-existent.
6. Record any failure of exhaust apparatus to exhaust air.
7. Record when water closet/toilet is damaged or non-existent.
8. Record punctures in the ceiling surface. May or may not penetrate completely. Panels or tiles may be missing or damaged.
9. Record when paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.
10. Record visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.
11. Record when window glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.
12. Record the hot water temperature for the bath/shower and the lavatory (sink).

2.E.2. Doors

1. Record damage in any door surface that may affect either the surface protection or the strength of the door, or it may compromise unit security or privacy. Includes holes, peeling/cracking/no paint, or significant rust.
2. Record when the frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.
3. Record when the attachments to a door to provide hinging, hanging, opening, closing, surface protection, or security are damaged or missing. Includes locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures.
4. Record visible damage to surfaces including screens, glass, frames, hardware, and door surface.
5. Record when the seals and stripping around the entry door(s) designed to provide weather and fire resistance are damaged or missing.
6. Record when the caulking or seal is missing, poorly installed, or deteriorated around doors.
7. Record when a door is absent.

2.E.3. Electrical System

1. Record any object that will delay or prevent the access to any panel board or main power switch in an emergency and cause a fire hazard.
2. Record any fixed obstruction or item of sufficient size and weight that will delay or prevent the access to any panel board switch in an emergency.
3. Record when insulation is frayed, stripped, or removed resulting in a potentially dangerous condition.
4. Record nicks, abrasions or fraying of the insulation that results in exposed wiring.
5. Record when a GFI is present and inoperable.

2.E.4. Floors

1. Record damage to the carpet tiles, wood, sheet vinyl or other floor covering.
2. Record when flooring such as VCT, sheet vinyl, carpet or other flooring material is missing.
3. Record when floors that are painted have paint that is peeling, cracking, flaking, or otherwise deteriorated.
4. Record when subfloor has decayed or is decaying.
5. Record visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

2.E.5. Hot Water Heater

1. Record when the exhaust system on a gas/oil fired unit is misaligned.
2. Record when the Temperature & Pressure (T&P) relief valve on unit water heating system is not present and/or does not extend to the floor.
3. Record when the material condition of the equipment and/or associated piping shows evidence of flaking, discoloration, reduction in wall thickness, pitting, or crevices.

2.E.6. HVAC

1. Record when the exhaust system on a gas fired unit is misaligned.
2. Record when the heating or cooling system is inoperable in the unit.
3. Record when the heating, cooling, or ventilation system is inoperable.
4. Record when the HVAC distribution components in the unit, including fans, are the source of abnormal noise, unusual vibration, or leaks.
5. Record when the convection/radiant heat system cover is missing or damaged thereby producing a potential for a burn or related injury.
6. Record when a component(s) of the system show visible deterioration due to oxidation or corrosion of system parts.

2.E.7. Kitchen

1. Record when cabinet is discolored; materials have begun to separate or are scratched or chipping is present. Ensure cabinet assembly is present.
2. Record when cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
3. Record when cabinets, doors, and/or shelves are either missing or laminate is separating.
4. Record when the counter-top surface is discolored; materials have begun to separate or scratched and chipping is present.

5. Record when the countertop working surface is missing or deteriorated and/or damaged and does not provide a sanitary surface to prepare food.
6. Record when water does not drain adequately from the kitchen sink.
7. Record when the drain is completely clogged or has suffered extensive deterioration.

2.E.8. Windows

1. Record when a window cannot be opened, locked or closed due to frame damage, faulty hardware, or other reason.
2. Record when glass or pane is cracked, broken or missing.
3. Record when glass or pane is cracked, broken or missing from window sash.
4. Record when the horizontal member of the window that bears the upright portion of the frame is damaged.

2.E.9. Plumbing -- (Kitchen)

Record when the basin faucet or drain connections leak.

2.E.10. Range/Stove (Kitchen)

Record when the range/stove unit is missing or damaged.

2.E.11. Refrigerator (Kitchen)

Record when the refrigerator is not present or does not cool adequately for the safe storage of food.

2.E.12. Sink (Kitchen)

Record when the sink, faucet or accessories are missing, damaged, or inoperable.

2.E.13. Lighting

Record when lighting fixture is missing, or does not operate normally. Malfunction may be with the total system or with individual components excluding light bulbs.

2.E.14. Outlets/Switches

Record when the flush plate used to cover the opening surrounding a switch or outlet is damaged or does not exist.

2.E.15. Smoke Detector

Record when the smoke detector will not activate, or is missing.

2.E.16. Stairs

Record when the horizontal tread or stair surface is damaged or non-existent.

2.E.17. Walls

1. Record when the cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.
2. Record punctures in the wall surface. May or may not penetrate completely. Panels or tiles may be missing or damaged. Does not include small holes created by hanging pictures, etc.
3. Record when paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.
4. Record when walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

2.E.18. Windows

1. Record when the caulking or seal is missing, poorly installed, or deteriorated.
2. Record when the security bars are damaged, constructed or installed, such that egress is severely limited or impossible.

2.F Health and Safety

2.F.1. Electrical Hazards

Record exposed bare wires or openings in electrical panels.

2.F.2. Infestation

1. Record infestation of insects including, but not limited to, roaches or ants are observed throughout the unit or room especially in food preparation and storage areas.
2. Record the presence of rats or mice as indicated by sightings, rat or mouse holes, or droppings.

3. Lead-Based Paint (LBP)

3.A Introduction

These procedures are established to eliminate as far as practicable the immediate hazards from the presence of paint that may contain lead in housing owned by Alaska Housing Finance Corporation (AHFC-PHD). These procedures are intended for use by Uniform Physical Condition Standard inspector and other participants involved in the maintenance and modernization of housing projects which may contain lead-based paint (LBP).

All AHFC/PHD dwelling units constructed before 1978 have been inspected and tested for LBP as required by Lead-Based Paint Poisoning Prevention Act (LBPPPA) and in accordance with HUD regulations. The results of these tests have been distributed to each property manager and maintenance department throughout the state.

3.B Background

As far as is known, lead serves no useful purpose in the human body. The presence of lead in a human body may be considered an indicator of exposure to environmental pollution. Lead poisoning usually results from gradual accumulation to constitute a significant body burden.

From low level accumulative lead exposure, toxic levels in the body may take months to years to evidence clinical symptoms. These symptoms may include anemia, low hemoglobin arising from lead inhibition of the hemesynthesis, anomalies of the central and peripheral nervous systems, convulsions, delirium, and coma. Lower levels can cause headaches, dizziness, memory deficiencies, sleep disturbance, and personality defects such as extreme irritability.

3.C Uniform Physical Condition Standards Inspections

When conducting UPCS inspections of Family Projects, the following procedures should be followed when inspecting interior and exterior surfaces.

All painted surfaces of housing constructed before 1978 shall be inspected to determine whether defective painted surfaces exist. Defective paint surfaces must either be tested for lead content and, if found to contain lead concentrations equal to or exceeding levels specified above, the applicable surface must be treated. If the applicable surface has not been tested, the presence of lead-based paint shall be assumed. Upon detecting a defective painted surface, the UPCS inspector will notify the Environmental Specialist to test the applicable surface or provide testing information within five days of the notice. For sites located outside Anchorage, the inspector will collect a sample of the paint and will be directed to send the sample to an approved laboratory (see attached sample collection procedure). Sample results will be reported within five days of receipt of the sample by the laboratory. The Environmental Specialist shall certify in writing the precise results of the testing within five days.

Applicable surfaces include all intact and non-intact interior and exterior painted surfaces of a residential structure located in a family project, built before January 1, 1978. Elderly projects are exempt. An UPCS inspection that identifies LBP surfaces which have cracking, scaling, peeling, or chipping paint that is noticeably loose, is considered defective surfaces.

3.C.1. Interior Surfaces

This requirement applies to all painted interior surfaces within the unit (including ceiling) that are chipping, peeling, cracking. It does not apply to furniture. To fail, the paint must be noticeably loose and separating from the surface material in the opinion of the inspector. The requirement enables assessment (without sophisticated equipment) of conditions strongly associated with lead-based paint poisoning.

If any surface in the unit has chipping, peeling, or cracking paint the unit fails, regardless of whether the paint has been tested for lead content. There is no "pass with comment" when inspecting interior surfaces, interior surfaces either pass or fail.

When fail conditions are identified, maintenance will contact the Environmental Specialist for LBP test results. If test results are positive, maintenance has a maximum of thirty (30) days (unless scheduled for renovation) for abatement of defective area. If LPB test results are negative, a normal work order should be generated through the work order system.

3.C.2. Exterior Surfaces

All exterior painted surfaces are subject to UPCS inspection. Exterior surfaces include common areas, such as stairwells, hallways, laundry rooms, enclosed decks or balconies, fences, carports, or other interior areas that tenants may have direct access too. Other exterior surfaces include; walls, eaves, fascia, window sills, doors, door jambs, stairs, steps, porches, decks, railing, guardrail, handrails, trim, outbuildings, and other exterior surfaces that are readily accessible to the tenants.

When fail conditions are identified, maintenance will contact the Environmental Specialist for LBP test results. If test results are positive, maintenance has a maximum of thirty (30) days (unless scheduled for renovation) for abatement of defective area. If LPB test results are negative, a normal work order should be generated through the work order system.

3.D Reducing the Risk of Lead-Based Paint Poisoning

Abatement is an extremely important strategy for reducing the risk of lead poisoning from exposure to lead-based paint, but abatement as part of modernization is only one element of a broader strategy to protect residents from lead-based paint poisoning. A three part strategy for reducing the risks of lead-based paint poisoning: resident education, maintenance training and setting priorities for abatement.

Tenants can further reduce the risk of lead-based paint by educating themselves about the dangers of lead and steps that can be taken to protect children. Many educational materials on lead poisoning have been developed. Two commonly used pamphlets are; What Everyone Should Know about Lead Poisoning from the Channing L. Bete Co. and Stop Lead Poisoning -- A Sesame Street Guide to Prevention.

The following is a list of reduction measures that can be taken to reduce the chances of lead poisoning:

- HEPA vacuuming and wet wipe dust and paint chips;
- Routine Maintenance - inspect for defective paint during routine periodic unit inspections and turnover.

3.D.1. Definitions

Defective Lead Based Paint Surface: Paint on applicable surfaces having a lead content of greater than or equal to 1 mg/cm, which is cracking, scaling, chipping, peeling or noticeably loose.

Applicable Surface: All intact and non-intact interior and exterior surfaces of a family project.

Defective Paint Surface: In the opinion of the inspector, paint on an applicable surface that is non-intact, i.e., cracking, scaling, chipping, peeling, or noticeably loose.

3.D.2. Abatement

When defective surfaces are identified and suspect, contact the Maintenance Supervisor at (330-6285) for testing results or for proper abatement/treatment procedures.

4. Management Standards

Management Standards are established by the Public Housing Division (PHD). They cover those subjects not addressed by UPCS and consist of stricter and more specific requirements than UPCS.

Management Standards shall not be used to deviate from any local or federal codes: health, safety, structural, fire, uniform federal accessibility standards, building, mechanical, electrical, or plumbing codes. When alternative materials or construction methods conflict with management standards or the above codes, the most stringent shall apply.

Management standards shall meet the following codes and standards:

- REAC UPCS Standards
- Codes - UBC, UPC, UMC, NEC, UFC
- accessibility standards
- construction documents
- manufacturers' recommendations

The Management Standards shall include:

1. a fire extinguisher provided in each unit
2. provision of fire escape ladders in appropriate facilities
3. GFI receptacles in baths and kitchens
4. deadbolt lock systems on all entry doors
5. egress windows in bedrooms
6. sump pumps in wet crawl spaces
7. gutters and downspouts
8. Repainting all vacant units occupied for two or more years before a new tenant occupancy
9. Handrails must be 34-38 inches above nose of tread and 1.5 inch minimum and 2 inch maximum diameter.
10. Guardrails from decks and landings must be 42 inches in height with vertical uprights spaced no further than 4" apart.
11. All glazing within 24 inches arch of a door or within 5 feet of the bottom or top of stairways, including landings, and where the bottom edge is less than 60 inches above the adjacent walking surface, shall be safety glass and permanently labeled.

5. Types of Inspections

Effective inspections are those that can be used as a tool to provide relevant information for maintenance staff and property managers.

5.A Move-In Inspections

A Move-In inspection is required prior to a tenant taking possession of the dwelling unit. The purpose of the move-in inspection is to ensure the dwelling unit is in compliance with UPCS and to ensure adherence with Management Standards.

Property managers will not move tenants into a dwelling unit with the intent of having maintenance correct UPCS or Management Standards deficiencies in the immediate future.

5.B Occupancy Inspections

PHD will conduct periodic inspections (six month housekeeping review) and will inspect when there exists a threat to health and/or safety.

5.C Uniform Physical Condition Standards Inspections

5.C.1. Annual Inspections

The annual inspection ensures that the dwelling unit and related facilities continues to meet minimum UPCS conditions. The primary focus of the Annual inspection is to identify any maintenance problems that have not been reported or have been reported but not repaired. The inspector will document all items that need repair on the *UPCS Inspection Checklist* (form PM608). Any Q items (UPCS emergencies) should be called into the emergency repair number or by contacting a maintenance person directly to abate to the situation. Q items should be called in from the field to expedite the response time. Other routine items that need repair should be entered into the work order system. The secondary focus is a cursory review of the tenant's housing keeping skills.

When a dwelling fails UPCS due to an emergency situation (Q item) maintenance will correct the defect within 24 hours. If the failure does not result in an emergency condition (A item - routine) it will be corrected within a maximum of 25 days. Any failed Q items should be re-inspected by the inspector and/or lead mechanic.

The tenant should sign the inspection form when present and permission to enter is needed to make maintenance repairs. A copy of the inspection report will be provided through the property manager when requested by the tenant. Following the inspection, the original inspection report will be retained in the family's occupancy file.

Annual inspections are conducted on the actual move in date or during the tenant's move in month. They should not to be conducted earlier or later than the actual move in month.

5.C.2. Re-Inspection

An additional inspection for any items that previously failed during an inspection.

5.C.3. Special Inspection

Any additional inspection that may be required to verify that Work Orders have been properly completed, follow-up on tenant complaints, property manager requests, etc.

5.D Move-Out Inspection

A move-out inspection is conducted after a dwelling unit becomes vacant, and the format is similar to the annual inspection. The inspector makes a detailed inspection of the dwelling unit and documents all required repairs, making note of any damages that are to be charged to the tenant.

6. Inspection Procedures

Prior to conducting an UPCS inspection of an occupied dwelling unit, a minimum of 48 hours written notice must be provided to the tenant. However, seven to ten days' notice is normally given. Enter the tenant's dwelling unit only at reasonable times. Notice to tenant must be in writing, delivered to tenant or to any adult member of the household residing in the dwelling unit, posted on the door, or sent by first-class mail, properly addressed to tenant. When emergencies exist, you may enter at any time, without advance notification.

Inspections should be scheduled for the first part of each month. The maintenance crew will then have the remainder of the month to complete any repairs identified from the inspection. This process should allow time to complete the inspection/repair cycle each month.

When conducting annual, move out or move in inspections, the *UPCS Inspection Checklist* (form PM608) will be used. The inspection form must be completed in ink.

When the tenant is not home when the inspector arrives, place a door hanger on the exterior door handle that states, "AHFC Property Inspector Inside." Before using a pass key, the inspector should determine if the door is locked. Leave a "Notice to Tenant" in a conspicuous location in the dwelling unit. The notice should note that the door was either locked or unlocked when the inspector arrived, and state the date and time of the inspection, and any comments.

When the tenant is home, the inspector should introduce themselves. The inspector should respect personal property, be courteous, and maintain a businesslike manner. Make appropriate written comments regarding UPCS or Management standards violations and note other conditions, such as poor housekeeping skills.

When maintenance personnel accompany the inspector they should have hand tools, small parts inventory, smoke detectors, and fire extinguisher so some repairs can be completed on the site.

The inspector should be consistent and thorough the inspection. With an approved *UPCS Inspection Checklist* (form PM608), the inspector should conduct the inspection.

7. UPCS Inspection Checklists Procedures

All UPCS inspections will be completed on the approved *UPCS Inspection Checklist* (form PM608). The checklist has been specifically developed to streamline the inspection reporting and documentation process. The first page can be either filled out by hand or used as a template and filled out using the computer.

The top section of the checklist begins by allowing space for the entry of the inspection number. The second section allows for identifying the city where the project is located. The date of the inspection is the date the inspection was conducted. Project number is the "M" number assigned by housing management, followed by the address of unit being inspected, tenant's name, the inspector's name and phone number, and the property manager's name.

The next section is to identify type of inspection being conducted. Identify all PHD owned appliances by their state tag number. Risk Management at CO in Anchorage, tracks all appliance serial numbers, which correspond to the tag number. The tag number should be visible on the front of each appliance. Dishwashers are not tracked. The domestic hot water temperature should not exceed 120 degrees Fahrenheit. Identify any tenant owned appliances so a surcharge can be added to if required.

Test all smoke detectors for proper operation and check for proper location, both in the unit and the common areas. Inspect the fire extinguishers and record the date on the inspection form. If the date tag is missing and a date cannot be located on the fire extinguisher this is a "fail" condition, replace the fire extinguisher (Q Item). If the unit is equipped with a medical pull alarm record the date last tested, if not within a year test the medical pull alarm and record findings. Record if the system resets as designed. Determine if the unit has lead based paint before the inspection is conducted. This can be accomplished by referring to the results of the LBP testing program. Record when abatement or maintenance is required. LBP that is defective must be abated through the Lead-Based Paint Policy and Procedures.

All Q Items that are discovered during the inspection should be noted in the next section. This should eliminate the chance of not reporting a Q Item from the text of the inspection checklist. As Q Items are identified, mark them in this section for either the unit, site, common areas, building systems, building exterior, health & safety, or compliance with State and Local Codes. Record time and date Q Items are called-in.

Determine if the dwelling unit passes or fails. If a Q or A item has been identified the inspection is a fail. Major deficiencies that have been identified should be tracked and monitored to ensure that they are corrected in a timely manner.

When the property manager is notified for any reason, i.e., poor housekeeping skills, abandoned vehicle, or other negative conditions that may exist, mark the appropriate box. Action required is used to identify items for ordinary maintenance work orders, items deferred for extraordinary maintenance projects and items for modernization that should be scheduled for repair. As work orders are entered the numbers should be written down for future reference or follow-up inspections. The last box is for a signature by the tenant authorizing maintenance to enter if the tenant is not home.

Begin the inspection process by following the *UPCS Inspection Checklist* (form PM608) from room to room.

7.A Living Room

Upon entering the dwelling unit, observe the condition of the entry door, jamb, locks (including deadbolt), hardware, and weather stripping. Once inside, close the door and note if the door closes properly. Observe any light between the door and frame. Is the reveal uniform? Lock the door. Does the deadbolt work easily and secure properly? With the door shut and locked, grip the doorknob and pull. Does the lock hold?

Check the light switch. Does the light come on? Is the fixture complete - bulbs and globe? Wiggle the switch cover plate. Is it loose or cracked?

Use a circuit tester to test all electrical receptacles. Replace worn receptacles that will not hold the electrical tester in place. When an electrical cord falls halfway out, this creates a potentially dangerous situation, this is a fail condition. The receptacle must be replaced.

Open and close the windows. Do they work freely and lock properly? Windows must open, close, seal, and lock in winter conditions. If the window is on a second floor and will not lock it is a pass with comment. However, if there is access to the window from a lower roof, etc, it is a fail condition. Windows that are designed to open must be operable regardless of what story they are located, 1st, 2nd, 5th, etc., or it is a fail condition.

Is the glass broken, cracked, or missing? Are storm doors attached or missing? If the glass is cracked, but has no sharp edges, it passes. Sharp edges that could cut are a fail condition.

Inspect the screens if present and record any deficiencies.

Next, inspect the ceilings, walls, and floor conditions. Look at the ceiling for water stains. Inspect walls for soiled conditions, marks, holes, or cracks between the wall and ceiling. If there are small holes, i.e., less than 3" and not on an exterior wall, pass with comment. Document any damage that maintenance should repair so a work order can be generated later on.

Inspect any HVAC components present for condition and functionality.

Test all smoke detectors and record findings.

Record other health and safety hazards not previously noted in the living room.

7.B Kitchen/Dining Room

Inspect all lighting fixtures, outlets, and switches for serviceability. GFI electrical receptacles are required within six feet of any sink. If not installed pass with comment.

Inspect any door systems and hardware for entry into or exit from the kitchen.

Inspect the condition of the window systems and hardware for easy operation and general condition.

Inspect screens if present and record any deficiencies.

Inspect walls, ceiling, and floor for deficiencies.

Inspect HVAC components for deficiencies.

Inspect the countertops, cabinets, and drawers condition and record as needed.

Inspect the plumbing for leaks and clogged drains by opening cabinets and inspect under the sink for leaks. Gently wiggle pipes and feel for water. Observe cabinet floor for stains or wet spots. When there is a garbage disposal, make sure the electrical cord is securely plugged in and that there is a cover on the receptacle box and it is not cracked. Are any hoses missing? If not, are they secure? Use a flashlight to look under and behind cabinets for evidence of insects or rodent infestation.

Use a thermometer to check hot water temperature. Water temperatures should not exceed 120 degrees.

Check the range/oven for proper operation. There should be a State I.D. tag installed on the front of the range. Turn on burners. All burners should be in working condition. If not, the range would fail. Comment on general condition, cleanliness, and broiler pan. Remove the burners and lift up the top of the stove on gas ranges. Inspect for cockroaches or mice droppings. Some tenants never clean this area which provides an excellent food source. Specifically inspect the oven gasket. When the gasket is on the door it will normally be white and soft. If it is hard and brittle feeling with scorch marks on the oven door or oven, this is a fail condition. When the gasket is around the oven opening it is usually a small rubber gasket. The gasket should be one piece with no breaks or tears in it. Again, look for scorch marks around oven or on the door. Scorch marks are caused by excessive amounts of heat escaping through breaks in the gasket.

Inspect gas connection, if a gas range has been installed, and the electrical receptacle, if electric range has been installed. Any necessary repairs shall be a priority.

The refrigerator should be checked by opening the door and physically touching an interior shelf. The freezer should be in good working condition without excess frost. Again, note the general condition, cleanliness, and any safety hazards. Inspect door seals. The door seal will often fail on the very bottom. Bend down and feel this section with your hand. If the refrigerator was designed to have a kick plate or grill at the bottom, be sure it is in place, with no sharp edges that could inflict injury. When possible, inspect the heat exchange coil on the back of the refer for excess dust build up. There should be a State I.D. tag installed on the front of the refrigerator.

Doors on the refrigerator should open into the kitchen and not into the wall or hallway. If this condition exists, the inspector should generate a work order to reverse the swing of the door. Inspect the cabinets, door hinges, countertops, etc. Look for signs of roaches, ants, or other bugs. If signs of infestation are present, this is a fail condition. Document and notify maintenance.

Inspect the dishwasher for operation and review the condition of the garbage disposal. Record deficiencies.

Inspect the exhaust hood for proper operation. Does the filter need replacing? Look up under the hood. If there is peeling paint, the exhaust hood should be replaced immediately. This is a serious condition, since the peeling paint can fall directly into food being cooked on the range below. Turn on exhaust motor and light to check for proper operation.

Is the fire extinguisher charged, sealed, and have either a date tag or a date stamp? The date cannot be more than one year old. Every six years fire extinguisher must be removed for approved maintenance. When removing the extinguisher for testing, it must be replaced with another extinguisher. When a fire extinguisher fails it is considered a Q item.

Record any other health and safety items found in the kitchen.

7.C Bath

Proceed to the bathroom, using the same inspection process.

All electrical receptacles in the bathroom must be GFI protected. This includes receptacles installed in light fixtures. Inspect all fixtures, switches, and outlets.

Inspect the bath door for proper operation and condition of door and hardware. Ensure the privacy lock set is in place.

Check the condition of window systems and hardware and record deficiencies.

Check the walls, ceiling, and floor conditions and record deficiencies.

Inspect HVAC components for condition and operation.

Inspect the condition of the countertops, drawers, and cabinets and record deficiencies.

Check the lavatory faucet (record water temperature on front page), basin, overflow, and pipes under the cabinet. If the sink has any large chips or rust spots, it should be replaced. However, small chips can be repaired.

Look for signs of clogged drains. Check for leaks or loose pipes. Valves should work properly. Minor leaks are pass with comment.

Inspect the tub and faucets. Look for leaks through the tub surround. Feel the floor in front of the tub for soft spots. Soft spots indicate a deteriorating sub floor that should be repaired. If caulking is defective, document the situation and have it replaced. Check the top and sides of the tub surround. Are they pulling away from the wall? Turn on the water and test the shower for leaks and water pressure. Check water temperature.

Look for mold in corners and at base of fixtures. Inspect toilet. Is it properly secured to floor? Flush toilet and look for signs of sewage leaking around base of toilet? If toilet leaks this is a Q item that must be repaired within 24 hours. Does it refill properly without continuously running? Check to see if the floor is soft around the toilet and in front of the tub.

Every bathroom must have proper ventilation. An electric exhaust fan, gravity vent to the exterior of the building, or a window that opens are acceptable means of ventilation. If none of these are present, the dwelling unit fails. If there is an exhaust fan in the ceiling, turn it on and let it run for a few minutes. If the fan makes excessive noise, replace it. Glazing (glass) located in the tub area must be safety glass if installed lower than 60 inches.

Record health and safety hazards in bath not previously recorded.

7.D Other Rooms Used for Living and Halls

Check the light switch. Does the light come on? Is the fixture complete - bulbs and globe? Wiggle the switch cover plate. Is it loose or cracked?

Use a circuit tester to test all electrical receptacles. Replace worn receptacles that will not hold the electrical tester in place. When an electrical cord falls halfway out, this creates a potentially dangerous situation, this is a fail condition. The receptacle must be replaced.

Observe the condition of the entry door, jamb, and hardware. Once inside, close the door and note if the door closes properly. Observe any light between the door and frame. Is the reveal uniform? With the door shut, grip the doorknob and pull. Does the door hold?

Open and close the windows. Do they work freely and lock properly? Windows must open, close, seal, and lock in winter conditions. If the window is on a second floor and will not lock it is a pass with comment. However, if there is access to the window from a lower roof, etc, it is a fail condition. Windows that are designed to open must be operable regardless of what story they are located, 1st, 2nd, 5th, etc., or it is a fail condition. Is the glass broken, cracked, or missing?

Inspect the screens if present and record any deficiencies.

Next, inspect the ceilings, walls, and floor conditions. Look at the ceiling for water stains. Inspect walls for soiled conditions, marks, holes, or cracks between the wall and ceiling. If there are small holes, i.e., less than 3" and not on an exterior wall, pass with comment. Document any damage that maintenance should repair so a work order can be generated later on.

Inspect any HVAC components present for condition and functionality.

Inspect the hallway and test the smoke detector. If the smoke detector fails, repair or replace it immediately. Inspect floor, walls, and ceiling.

The electrical breaker box is usually located in the hallway. Touch the breaker box door with the back of hand before inserting finger in the pull ring. If hot (electrical short to panel door) call maintenance immediately. If not, open the door and inspect the breakers. They should be secure and not loose. When breakers are missing, this is a fail condition. A blank cover must be inserted in the opening. All circuit breakers must be identified in the breaker box.

Look for an attic access cover. If present, make sure access panel is properly in place. If not, warm moist air will escape into the attic and cause condensation that will damage insulation and form ice glaciers on the eaves of the roof.

7.E Bedrooms (Repeat as necessary)

Inspect all bedrooms using the same routine established for the other rooms.

1. light switches, fixtures, and outlets
2. doors and hardware
3. windows
4. screens

5. walls, ceiling, and floor
6. HVAC components condition and operation
7. Smoke detectors
8. other health and safety hazards not previously recorded

Windows are a critical item in all bedrooms, and they must be fully operational or the dwelling unit fails. Necessary repairs must be completed within 24 hours. A bedroom window must freely open, close, seal, and lock. If the window does not open or lock it is a fail condition. Excessive ice buildup is also a fail condition. Thermopane windows that are fogged up between panes are a pass with comment and must be repaired.

Bedroom windows must have a minimum net clear opening of 5.7 square feet. Finished sill height shall not be more than 44 inches above the floor. Minimum window size is 20" wide by 41" high or 34" wide by 24" high. The window must open 90 degrees from the sill with no obstructions. If these conditions do not exist pass with comment. Any variance from these conditions should be identified and scheduled for modernization.

When inspecting bedrooms, note their location and circle appropriate boxes on the *UPCS Inspection Checklist* (form PM608), i.e., right/center/left and front/center/rear. Orientate yourself from the hallway. If the entry door into a bedroom is on the left, circle left in the first group. If the room is on the front of the building, i.e., from the entry door to the dwelling unit, circle "front" in the second group.

7.F Patio/Porch/Balcony

Inspect patio/porch/balcony using the same routine established for the other rooms.

1. light switches, fixtures, and outlets
2. doors and hardware
3. windows
4. screens
5. walls, ceiling, and floor
6. other health and safety hazards not previously recorded

Additionally, inspect condition of any installed gates and record their condition.

7.G Building Exterior

Inspect the building exterior using the same routine established for the other rooms.

1. light switches, fixtures, and outlets
2. doors and hardware
3. windows
4. screens

5. walls and decking
6. fire escapes - for blocked or missing components
7. foundation cracks, leaks, or spalling
8. visible HVAC components for rust, missing, misalignment, etc.
9. roof for leaks, missing shingles, gutter or downspout, damaged vents, ponding, damaged soffits/fascia, damaged membrane
10. other health & safety hazards associated with the building exterior

7.H Building Systems

Inspect the building systems as follows

1. call-for-aid operation and reset
2. sprinkler heads missing or covered with paint
3. fire extinguisher missing or damaged
4. smoke/heat detectors missing or damaged
5. HVAC equipment for proper operation and maintenance, water or fuel leaks, corrosion, and other items discovered
6. domestic water (hot & cold) leaks, misalignment of flue, missing pressure relief valve drain, corrosion on chimney, or things that make it unsafe or inoperable
7. electrical system for blockage to panel, burnt breakers, evidence of leaks or corrosion, frayed wiring, missing breakers, or missing covers
8. sanitary system for broken/leaking/clogged pipes and drains
9. missing drain covers
10. emergency power - unit components not functioning
11. other health & safety hazards associated with the building systems

On the way out, inspect the water heater and heating equipment. Inspect fuel lines or gas lines for leaks. Gas lines should be hard plumbed, if installed in a common area where tenants have access, or a security fence built around boiler and water heater. Check hot water heater for pressure relief valve and discharge line to extend to within 6" of the floor. An earthquake safety bracket is required to secure the water heater to the wall. Appropriate combustion air must be provided.

7.I Unit Systems

Inspect the unit systems as follows

1. call-for-aid operation and reset
2. sprinkler heads missing or covered with paint
3. fire extinguisher missing or damaged
4. smoke/heat detectors missing or damaged
5. HVAC equipment for proper operation and maintenance, water or fuel leaks, corrosion, and other items discovered

6. domestic water (hot & cold) leaks, misalignment of flue, missing pressure relief valve drain, corrosion on chimney, or things that make it unsafe or inoperable
7. electrical system for blockage to panel, burnt breakers, evidence of leaks or corrosion, frayed wiring, missing breakers, or missing covers
8. sanitary system for broken/leaking/clogged pipes and drains
9. missing drain covers
10. emergency power - unit components not functioning
11. other health & safety hazards associated with the building systems

On the way out, inspect the water heater and heating equipment. Inspect fuel lines or gas lines for leaks. Gas lines should be hard plumbed, if installed in a common area where tenants have access, or a security fence built around boiler and water heater. Check hot water heater for pressure relief valve and discharge line to extend to within 6" of the floor. An earthquake safety bracket is required to secure the water heater to the wall. Appropriate combustion air must be provided.

7.J Common Areas

Inspect common areas as follows:

1. light switches, fixtures, and outlets
2. doors and hardware
3. windows
4. screens
5. walls, ceiling, and floor
6. HVAC components condition and operation
7. Smoke detectors
8. other health and safety hazards not previously recorded

Check the light switch. Does the light come on? Is the fixture complete - bulbs and globe? Wiggle the switch cover plate. Is it loose or cracked?

Use a circuit tester to test all electrical receptacles. Replace worn receptacles that will not hold the electrical tester in place. When an electrical cord falls halfway out, this creates a potentially dangerous situation, this is a fail condition. The receptacle must be replaced.

Observe the condition of the entry door, jamb, and hardware. Once inside, close the door and note if the door closes properly. Observe any light between the door and frame. Is the reveal uniform? With the door shut, grip the doorknob and pull. Does the door hold?

Open and close the windows. Do they work freely and lock properly? Windows must open, close, seal, and lock in winter conditions. If the window is on a second floor and

will not lock it is a pass with comment. However, if there is access to the window from a lower roof, etc, it is a fail condition. Windows that are designed to open must be operable regardless of what story they are located, 1st, 2nd, 5th, etc., or it is a fail condition. Is the glass broken, cracked, or missing?

Inspect the screens if present and record any deficiencies.

Next, inspect the ceilings, walls, and floor conditions. Look at the ceiling for water stains. Inspect walls for soiled conditions, marks, holes, or cracks between the wall and ceiling. If there are small holes, i.e., less than 3" and not on an exterior wall, pass with comment. Document any damage that maintenance should repair so a work order can be generated later on.

Inspect any HVAC components present for condition and functionality.

Inspect the hallway and test the smoke detector. If the smoke detector fails, repair or replace it immediately. Inspect floor, walls, and ceiling.

The electrical breaker box is usually located in the hallway. Touch the breaker box door with the back of hand before inserting finger in the pull ring. If hot (electrical short to panel door) call maintenance immediately. If not, open the door and inspect the breakers. They should be secure and not loose. When breakers are missing, this is a fail condition. A blank cover must be inserted in the opening. All circuit breakers must be identified in the breaker box.

Look for an attic access cover. If present, make sure access panel is properly in place. If not, warm moist air will escape into the attic and cause condensation that will damage insulation and form ice glaciers on the eaves of the roof.

Inspect stairs for items that may cause a tripping hazard and make sure handrails are present. Handrails must be 34"-38" above nose of tread and 1.5" minimum and 2" maximum diameter. A 2x6 installed for a handrail is not acceptable. Guard rail with vertical uprights must be spaced so a 4" sphere cannot pass between them. Guard rails must be at least 42" in height. If not, pass with comment. Make sure fire exits, hallways, and elevators are in good condition. Inspect the exterior for condition of paint. Inspect the eaves and fascia. Do they need repair or painting? Peeling paint is a fail condition. See section on LBP for abatement procedures. All glazing within a 24 inch arch of a door or within five feet of the bottom or top of stairways, including landings, and where bottom edge is less than 60 inches above an adjacent walking surface, shall be safety glass. All safety glazing material must be identified by a permanent label.

7.K Site

Inspect the site as follows:

1. inspect fencing & retaining walls for damaged or missing items
2. inspect grounds for erosion, over grown/penetrating vegetation, and ponding/rutting
3. inspect the lighting for broken or nonfunctioning fixtures
4. mailboxes and project signs damaged or missing
5. market appeal -- graffiti and litter
6. parking lots/drives/walks/steps for cracks, spalling, ponding, potholes, loose materials, settlement, or heaving
7. play areas & equipment for damage, broken equipment or deteriorated play area
8. refuse disposal for broken/damaged enclosure or inadequate storage space
9. storm drainage for damaged or obstruction

7.L Health & Safety (not previously listed)

Inspected items not previously listed

1. air quality -- mold/mildew observed or gas or sewer odor detected
2. electrical hazards -- exposed wiring, open panels, water leaks on or near electrical equipment or panel
3. flammable materials improperly stored
4. garbage and debris indoors or out
5. handrails missing or broken
6. hazards -- tripping, sharp edges, or other
7. infestation -- insects/mice/vermin
8. other

7.M Summary (Optional)

Make any additional written comments on the inspection summary page.

7.N Questions for Tenant (Optional)

Quiz the tenant if willing and record their observations.

8. State and Local Codes

The physical condition standards do not supersede or preempt State and local codes for building and maintenance with which HUD housing must comply. HUD housing must continue to adhere to these codes beyond our Standard.

9. Duties, Responsibilities, and Qualifications of the Inspector

It is the duty of the inspector to ensure UPCS compliance adherence to the UPCS Checklist. Inspectors shall report housekeeping concerns to the property manager and maintenance concerns to maintenance personnel. A Property Manager Alert Form shall be used to report tenant abuse to property.

10. Scheduling Inspections

UPCS Annual inspections shall be ideally scheduled during the tenant's move-in month. The schedule shall be furnished by the CCS Inspection Module Manager on a monthly basis. The month of inspection will change should the tenant vacate and move in to another unit, thus changing the move-in date.

A Unit Report has been developed for scheduling UPCS inspections. This report can be accessed from CCS Tenant Accounting.

11. Work Orders

Work orders are generated from inspections, maintenance staff, and tenants. The priority at which maintenance responds depends upon the type of work to be performed. There are five levels of priority, based on service categories. The following is a list of those categories and the maximum amount of time allowed for repairs.

11.A Level I – Q

UPCS emergency situations have the highest priority level of all maintenance-related work items and must be abated within 24 hours. Q items are identified only from annual inspections.

11.B Level I – E

Emergency work must be abated within 24 hours. E items are identified from sources outside of the annual inspection.

In order to classify a situation as an emergency, staff must determine if the situation meets one or both of the following tests:

- The situation poses a serious health or life-threatening situation to residents or staff and/or
- A condition exists which will cause serious structural or systems damage to property if not addressed within a 24-hour period.

A "Hot Sheet" that identifies "Q" or "E" items, such as gas leaks, loss of electricity, no heat, sewer backed up, no water, broken windows, water leaks causing damage, etc., shall be provided by the maintenance department.

11.C Level II – U

Urgent items of high priority, such as finish or clean-up work after an emergency has been abated from either a "Q" or "E" work order. Appliance repairs are also of an urgent nature. Maximum 7 days to make repairs.

11.D Level III – A

UPCS Routine fail items that are not life threatening; however, completion of the repairs is a priority. The maintenance crew has maximum of 25 calendar days to complete the necessary repairs.

11.E Level III – V

Work generated by a move-out inspection. This inspection identifies all work that is required to repair the dwelling unit for occupancy. Crews have a maximum of 14 days to complete these items.

11.F Level IV – R

Tenant requests are the lowest of all types of work when they are of a routine nature. Tenant requests obviously can have a higher priority, depending on the type of repairs required. Maintenance crews have a maximum of 25 calendar days to complete.

11.G Level V – P

Documentation of all preventive maintenance repairs.

11.H Level V – X

Work to be completed as part of EM or BA projects. Repairs that are deferred should be designated with a priority code of X.

After the inspection process is complete, appropriately coded Work Orders must be entered in the CCS system from the UPCS Report.

12. Reports/Recordkeeping

The CCS Inspection Module Manager will run monthly reports detailing UPCS inspections and HSK inspections for each property location. E-mails will be sent with hardcopies mailed. End of month reports will be run and inspections completed reported management