

Common Areas Inspectable Items

Items to inspect for “Common Areas” are as follows:

Basement/Garage/Carport

Closet/Utility/Mechanical

Community Room

Day Care

Halls/Corridors/Stairs

Kitchen

Laundry Room

Lobby

Office

Other Community Spaces

Patio/Porch/Balcony

Pools and Related Structures

Restrooms/Pool Structures

Storage

Trash Collection Areas

Blocked Access/Improper Storage (Electrical System)

The placing of any object that will delay or prevent access to any panelboard or main power switch.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more items are placed in front of the common area's electrical panel, impeding accessibility in time of an emergency.

Blocked Access to Electric Panel (Electrical System)

The placing of a fixed obstruction or item of sufficient size and weight that will delay or prevent the access to any panelboard switch in an emergency.

Note: An easily removed item (such as a picture) should be not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more fixed items or items of sufficient size and weight are placed in front of the unit's electrical panel that could impede accessibility in time of an emergency

Electrical - Frayed Wiring (Common Areas)

Insulation may be frayed, stripped, or removed resulting in a potentially dangerous condition.

Note: This does not include any wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Electrical Hazards”.)

Electrical - Frayed Wiring (Common Areas)

Nicks, abrasions or fraying of the insulation that results in exposed wires.

Note: This would not be deficiency for any wires not intended to be insulated, such as grounding wires.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Nicks, abrasions or fraying of the insulation that results in exposed wires.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Electrical Hazards”.)

Electrical - Missing Covers (Common Areas)

Missing covers on any electrical device box, panel box, switch gear box, control panel, etc. where visible electrical connections are exposed.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Cover is missing resulting in exposed visible electrical connections.

Electrical - Missing Covers (Common Areas)

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 by accompanying authority, capped wires do not pose a risk and should not be recorded as a defect.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Cover is missing resulting in exposed visible electrical connections.

Ceiling - Holes/Missing Tiles/Panels/Cracks (Common Areas)

Punctures in the ceiling surface. May or may not penetrate completely. Panels or tiles may be missing or damaged.

Level Defined

Level 1: Small holes or missing tile/panel found in a ceiling, visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it).

Level 2: A hole or missing tile/panel is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it).

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Level 3: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Ceiling - Holes/Missing Tiles/Panels/Cracks (Common Areas)

Punctures in the ceiling surface that may or may not penetrate completely. Panels or tiles are missing or damaged.

Level Defined

Level 1: Small holes visually estimated at no larger than a sheet of paper (8 ½ x 11 inches). Hole does not fully penetrate into the area above (cannot see through it) or 3 more missing tiles/panels.

Level 2: A hole is found which is visually estimated to be larger than a sheet of paper (8 ½ x 11 inches) but does not fully penetrate into the area above (cannot see through it) or 4 or more missing tiles/panels.

-OR-

A crack greater than 1/8" wide and a minimum of 11" long.

Level 3: Any hole is found which fully penetrates into the area above (can see through the hole to upper space).

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Ceiling - Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Level Defined

- Level 1:** Peeling paint is observed. The condition exists on 1 to 2 ceilings within CA.
 - Level 2:** Visual estimate indicates that more than 2 ceilings within the CA have peeling paint or are in need of paint.
 - Level 3:** N/A
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Ceiling - Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated, or surface is not painted.

Level Defined

- Level 1:** Peeling paint is observed. The condition exists on 1 to 4 ceilings within CA.
- Level 2:** Visual estimate indicates that more than 4 ceilings within the CA have peeling paint or are in need of paint.
- Level 3:** N/A

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

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (less than 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.
- Level 2:** For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.-OR-
Visual observations estimate that 10% to 50% of the ceiling area has level 1 damage.
- Level 3:** Visual observations estimate that a large portion (50% of its surface area) of one ceiling has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed. -OR-
Cases where visual observations estimate that more than 50% of the ceiling area shows level 1 defined signs of damage, stains, mold, or mildew.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)
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Ceiling - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single ceiling, visible indication of a leak, mold, or mildew, such as a darkened area, exists over a small area (between 1 and 4 sq.ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the ceiling surface area is affected.
- Level 2:** For a single ceiling, visible indication of a leak mold or mildew, such as a darkened area, exists over a large area (more than 4 sq.ft.). Water may or may not be evident.-OR-
Visual observations estimate that 10% to 50% of the ceiling area has level 1 damage.
- Level 3:** Visual observations estimate that a large portion (50% of its surface area) of one ceiling has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moist areas, mold, or mildew are evident. The ceiling surface may have failed. -OR-
Cases where visual observations estimate that more than 50% of the ceiling area shows level 1 defined signs of damage, stains, mold, or mildew.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Air Quality".)

Doors - Broken/Missing Glazing/Glass (Common Areas)

The glass and/or compound/structure to support and hold glass or other materials within a frame are missing or broken.

Level Defined

- Level 1:** For one or more doors, glazing is inadequate to secure glass, but door is usable and presents no immediate security risk.
 - Level 2:** N/A
 - Level 3:** For at least one door, the operation, function, or security of the door is destroyed by the missing or broken glazing and/or glass. One door in this condition is sufficient to classify the door system as level 3.
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COMBINED WITH “Doors- Damaged Surface (Holes/Paint/Rusting) (Common Areas)”

Doors - Damaged Surface (Holes/Paint/Rusting) (Common Areas)

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.

Note: A restroom, fire door, or entry door impacted is level 3.

Level Defined

Level 1: Any one door has either: small holes (less than ¼ inch in diameter); cracking/peeling paint; and/or the door or its components are rusting.

Level 2: If more than one door has level 1 surface damage as defined above.

-OR-

Any single door that has a hole or holes ranging in size from ¼ inch up to 1 inch diameter.

Level 3: Any single door has a hole or holes larger than 1 inch in diameter or significant peeling/cracking/no paint or rust that affects the integrity of the door surface.

Doors - Damaged Surface (Holes/Paint/Rusting/Glass) (Common Areas)

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, broken glass, or significant rust.

Note: A restroom, fire door, or entry door impacted is level 3.

Level Defined

Level 1: N/A

Level 2: Any single door that has a hole or holes ranging in size from ¼ inch up to 1 inch diameter.

Level 3: Any single door has a hole or holes larger than 1 inch in diameter or significant peeling/cracking/no paint, rust that affects the integrity of the door surface or broken/missing glass in door.

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

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Level Defined

Level 1: A single door's frame/threshold/lintel and/or trim is damaged but does not hinder door operation. The damaged door frame does not prevent door from being locked.

Level 2: More than one door has the level 1 damage defined above.

Level 3: At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

-OR-

Level 1 damage as defined above affects a restroom, entry, or fire door.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

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

The frame, header, jamb, threshold, lintels, or trim, is visibly warped, split, cracked, or broken in some manner.

Note: Damage to a door's hardware including locks, hinges, etc. should be recorded under "Doors-Damaged Hardware/Locks."

Level Defined

Level 1: N/A

Level 2: At least one door is rendered inoperable and/or unlockable due to damage to the door's frame/threshold/lintel and/or trim.

Level 3: Level 2 damage as defined above affects a restroom, entry, or fire door.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Doors - Damaged Hardware/Locks (Common Areas)

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.

Level Defined

- Level 1:** A single door's hardware, as defined above, is damaged but does not hinder current door operation. The door functions, is lockable, and the door's panic hardware is virtually intact.
- Level 2:** More than one door has level 1 damaged hardware as defined above.
- Level 3:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.

Comments

- Level 3:** If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)
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Doors - Damaged Hardware/Locks (Common Areas)

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.

Note:

1. For doors with locks, the locks should work. Doors designed without locks or interior doors where lock is removed should not be recorded as defective for not having a lock.
2. Some 504 units have had locks removed. List of units relative to 504/FH/ADA should be provided to the inspector prior to the start of the inspection. In these cases a missing lock should not be recorded as a deficiency.

Level Defined

- Level 1:** A single closet door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.
- Level 2:** A single door is rendered inoperable and/or unlockable (if locking is required) due to damage to the door's hardware.
- Level 3:** Level 2 damage as defined above affects a restroom, entry, or fire door.

Doors - Deteriorated/Missing Seals (Common Areas)

The seals and stripping around the door(s) designed to provide fire resistance are damaged or missing.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: For a single door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Doors - Deteriorated/Missing Seals (Common Areas)

The seals and stripping around the door(s) designed to provide fire resistance are damaged or missing.

Note: This defect applies to entry doors that were designed with seals. Doors which show evidence that a seal was never incorporated into its design should not be recorded as being defective.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: For a single entry door the seals are missing. Seals are damaged to the point that they no longer serve the intended purpose.

Floors - Floor Covering Damaged (Common Areas)

Damage to the carpet, tiles, wood, sheet vinyl, or other floor covering.

Level Defined

Level 1: For a single floor, floor covering may have stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams. The covering is fully functional. Visual observation estimates that less than 10% of the floor area is affected. Does not present a safety hazard.

Level 2: Visual observations estimate that 10% to 50% of the floors having level 1 damage as described above are affected.

Level 3: For a single floor, large sections of the covering are damaged estimated at more than 50% of the floor area.

-OR-

Floor covering damage that exposes the underlying material.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Floors - Floor Covering Damaged (Common Areas)

Damage to the carpet, tiles, wood, sheet vinyl, or other floor covering.

Level Defined

Level 1: For a single floor, floor covering may have stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams. The covering is fully functional. Visual observation estimates that between 5% and 10% of the floor area is affected. Does not present a safety hazard.

Level 2: Visual observations estimate that 10% to 50% of the floors having level 1 damage as described above are affected.

Level 3: For a single floor, large sections of the covering are damaged estimated at more than 50% of the floor area.

-OR-

Floor covering damage that exposes the underlying material.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Floors - Missing Flooring (Common Areas)

Flooring such terrazo, hardwood, ceramic tile or other flooring material is missing.

Level Defined

- Level 1:** For a single floor small holes in areas of the floor surface. Visual observations estimate less than 10% of the floors surveyed are affected. No safety problems exist due to this condition.
 - Level 2:** Visual observations estimate 10% to 50% of the floors have level 1 holes/damage. No safety problem exists due to this condition.
 - Level 3:** Visual observations estimate more than 50% of the floors are affected by level 1 holes/damage; or the holes are sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as level 3.
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Floors - Missing Flooring (Common Areas)

Flooring such terrazo, hardwood, ceramic tile or other flooring material is missing.

Level Defined

- Level 1:** For a single floor small holes in areas of the floor surface. Visual observations estimate between 5% and 10% of the floors surveyed are affected. No safety problems exist due to this condition.
- Level 2:** Visual observations estimate 10% to 50% of the floors have level 1 holes/damage. No safety problem exists due to this condition.
- Level 3:** Visual observations estimate more than 50% of the floors are affected by level 1 holes/damage; or the holes are sufficient for safety to be compromised. One concern involving compromised safety is sufficient to classify the floor system as level 3.

Floors - Needs Paint (Common Areas)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Note: This applies to any painted floor surface, typically concrete.

Level Defined

Level 1: For a single floor, a peeling condition exists. Up to or less than 50% of the floor is affected.

Level 2: For a single floor, a peeling condition exists. More than 50% of the floor is affected.

Level 3: N/A

Floors - Needs Paint (Common Areas)

For floors that are painted, paint is peeling, cracking, flaking, or otherwise deteriorated.

Note: This applies to any public painted floor surface, typically concrete.

Level Defined

Level 1: Area affected is between 1 and 4 sq.ft.

Level 2: Area affected is more than 4 sq.ft.

Level 3: N/A

Floors - Rot/Deteriorated Subfloor (Common Areas)

Subfloor has decayed or is decaying.

Level Defined

Level 1: N/A

Level 2: Condition is slightly noticeable. Small areas of rot or spongy flooring are found. Inspection observations estimate less than 10% of the floors are affected.

Level 3: Large areas of rot are readily visible. Application of weight causes noticeable deflection. Inspection observations estimate more than 10% of floors are affected.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Floors - Rot/Deteriorated Subfloor (Common Areas)

Subfloor has decayed or is decaying.

Level Defined

Level 1: N/A

Level 2: Small areas (between 1 and 4 sq. ft.) of rot are found.

Level 3: Large areas (between 1 and 4 sq. ft.) of rot are readily visible. Application of weight causes noticeable deflection.

Comments

Level 3: Request an inspection by a structural engineer if doubt about severity exists.

Floors - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: N/A

Level 2: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (4 sq. ft. or less). Water may or may not be evident. Visual observations estimate that less than 10% of the floors are affected.

Level 3: Visual observations estimate that a large portion (more than 10%) of one or more floors has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, moist areas and flaking are evident. The floor surface may have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Floors - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

Level 1: N/A

Level 2: Visible indication of a water stain, mold, or mildew, such as darkened area, exists over a small area (between 1 and 4 sq. ft.). Water may or may not be evident. Visual observations estimate that less than 10% of the floors are affected.

Level 3: Visual observations estimate that a large portion (more than 4 sq.ft.) of one or more floors has been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, mold, moist areas and flaking are evident. The floor surface may have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Air Quality", "Hazards".)

Lighting Missing/Damaged/Inoperable Fixture (Common Areas)

Lighting fixture is damaged, inoperable, or missing.

Level Defined

Level 1: N/A

Level 2: The permanent lighting fixture are missing or damaged so they do not operate, resulting in inadequate lighting in this area.

Level 3: N/A

Lighting Missing/Damaged/Inoperable Fixture (Common Areas)

Lighting fixture is damaged, inoperable, or missing.

Note: Many facilities, as part of energy conservation, have only alternate lights operational during daytime or in low use areas and may be triggered by either a sensor or a timer. If an inspector experiences these conditions they should ask the accompanying authority to verify that these conservation systems are in place.

Level Defined

Level 1: N/A

Level 2: 20%-50% of the permanent lighting fixtures are missing or damaged so they do not operate, resulting in inadequate lighting in the common area(s).

Level 3: More than 50% of the permanent lighting fixtures are missing or damaged so they do not operate, resulting in inadequate lighting in the common area(s).

Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)

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

Level Defined

Level 1: Outlet or switch has broken cover plate which does not result in exposed wiring.

Level 2: N/A

Level 3: An outlet or switch is missing.

-OR-

A cover plate is missing or broken resulting in exposed wiring.

Outlets/Switches/Cover Plates - Missing/Broken (Common Areas)

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

Level Defined

Level 1: Outlet or switch has a broken cover plate over a junction box which does not result in exposed wiring.

Level 2: N/A

Level 3: An outlet or switch is missing.

-OR-

A cover plate is missing or broken resulting in exposed wiring.

Smoke Detector – Missing/Inoperable (Common Areas)

Smoke detector will not activate, or is missing.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: A single missing or inoperable smoke detector is level 3.

Smoke Detector – Missing/Inoperable (Common Areas)

Smoke detector will not activate or a hardwired smoke detector is missing.

Note:

1. If present it must operate. Missing is defined by the fact that evidence suggests that a hardwired smoke detector should be present but has been removed by unauthorized personnel.
2. If 2 or more smoke detectors are on the same level and are in a visible proximity, at least one of the smoke detectors must operate.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: A single missing or inoperable smoke detector is level 3 as reflected in notes above.

Stairs - Broken/Damaged/Missing Steps (Halls/Corridors/Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Step is broken, damaged or missing.

Stairs - Broken/Damaged/Missing Steps (Halls/Corridors/Stairs)

The horizontal tread or stair surface is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Step is broken or missing.

Pedestrian/Wheelchair Ramp (Halls/Corridors/Stairs)

NEW ITEM

Pedestrian/Wheelchair Ramp (Halls/Corridors/Stairs)

A pedestrian walkway or wheelchair ramp associated with a specific building is damaged or unusable.

Level Defined

Level 1: N/A

Level 2: Walkway/ramp shows signs of deterioration and requires repair but it is usable by pedestrians and/or wheelchair or walker.

Level 3: Walkway/ramp is damaged so that it is unusable by pedestrians and/or individuals in need of a wheelchair or walker.

Mailbox Missing/Damaged (Halls/Corridors/Stairs)

Mailbox does not function properly due to deterioration, damage, or is absent.

Level Defined

Level 1: Mailbox is damaged, vandalized, or deteriorated, but functional.

Level 2: N/A

Level 3: Mailbox is damaged, vandalized, or deteriorated, and as a result, is not functional.

-OR-

Mailbox is missing.

Mailbox Missing/Damaged (Halls/Corridors/Stairs)

Mailbox does not function properly due to damage, or the mailbox is absent.

Note: This does not include commercial (FedEx, UPS, etc.) deposit boxes. Units of this type are not to be inspected.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Mailbox lock is damaged and as a result, is not functional.

-OR-

Mailbox is missing.

Graffiti (Halls/Corridors/Stairs)

Visual observation of a crude, (not recognizable as an art form), inscription or drawing scratched, painted or sprayed on walls, floors, ceilings, etc.

Note: Do not count full wall murals and similar art forms as graffiti.

Level Defined

Level 1: Visual graffiti observed in at least one location/area.

Level 2: Graffiti observed in 2-5 locations/areas.

Level 3: Graffiti observed in 6 or more locations/areas.

Graffiti (Halls/Corridors/Stairs)

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 from a distance of 30 feet.

Note: Do not count full wall murals and similar art forms as graffiti.

Level Defined

Level 1: Visual graffiti observed in at least one location/area.

Level 2: Graffiti observed in 2-5 locations/areas.

Level 3: Graffiti observed in 6 or more locations/areas.

Walls - Damaged/Deteriorated Trim (Common Areas)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Level Defined

- Level 1:** Small areas of deterioration in the trim surfaces. Visual observations estimate that less than 10% of the wall area surveyed is affected.
 - Level 2:** Large areas of deterioration in the trim surfaces. Visual observation estimate that 10% to 50% in any of the wall area surveyed is affected.
 - Level 3:** Significant areas of deterioration in the wall surfaces. Visual observations estimate that more than 50% of the wall area surveyed is affected.
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Walls - Damaged/Deteriorated Trim (Common Areas)

Cove molding, chair rail, base molding or other decorative trim is damaged or has decayed.

Note: List of 504/FH/ADA buildings/units should be provided to the inspector prior to the start of the inspection. In these cases superficial surface/paint damage caused by wheelchairs, walkers, or medical devices should not be recorded as a deficiency.

Level Defined

- Level 1:** Small areas of deterioration in the trim surfaces. Visual observations estimate that between 5% and 10% of the wall area surveyed is affected.
- Level 2:** Large areas of deterioration in the trim surfaces. Visual observation estimate that 10% to 50% in any of the wall area surveyed is affected.
- Level 3:** Significant areas of deterioration in the wall surfaces. Visual observations estimate that more than 50% of the wall area surveyed is affected.

Walls - Damaged (Common Areas)

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.

Level Defined

Level 1: A hole missing tile/panel, or other damage found in a wall, visually estimated at no larger than 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Level 2: A hole missing tile/panel or other damage wall that is larger than a sheet of paper (8 1/2 x 11).

-OR-

A crack greater than 1/8' in wide and a minimum of 11" long.

Level 3: A hole of any size is found in one or more walls which fully penetrates into an adjoining room (can see through the hole).

-OR-

Two or more walls have level 2 holes.

Walls - Damaged (Common Areas)

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.

Level Defined

Level 1: A hole missing tile/panel, or other damage found in a wall, visually estimated between 1 inch in diameter but no larger than 8 1/2 x 11 inches. Hole does not fully penetrate into the adjoining room (cannot see through it).

Level 2: A hole missing tile/panel or other damage wall that is larger than a sheet of paper (8 1/2 x 11).

-OR-

A crack greater than 1/8' in wide and a minimum of 11" long.

Level 3: A hole of any size is found in one or more walls which fully penetrates into an adjoining room (can see through the hole).

-OR-

Two or more walls have level 2 holes.

Walls – Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated.

Level Defined

Level 1: Area affected is less than 4 square feet.

Level 2: Area affected is greater than 4 square feet.

Level 3: N/A

Walls – Needs Paint (Common Areas)

Paint is peeling, cracking, flaking, otherwise deteriorated.

Note: List of 504/FH/ADA buildings/units should be provided to the inspector prior to the start of the inspection. In these cases superficial surface/paint damage caused by wheelchairs, walkers, or medical devices should not be recorded as a deficiency.

Level Defined

Level 1: Area affected is between 1 and 4 square feet on 2 or more walls.

Level 2: Area affected is greater than 4 square feet on any wall(s).

Level 3: N/A

Walls - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** For a single wall, visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area. (less than 4 sq. ft. by visual estimate). Water may or may not be evident.
- Level 2:** For a single wall, visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.
- Level 3:** Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall system as level 3.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one area shows signs of water damage, stains, mold, or mildew.

Walls - Water Stains/Water Damage/Mold/Mildew (Common Areas)

Walls are not watertight. Visible evidence of water infiltration, mold, or mildew exists. Damage such as saturation or surface failure may have occurred.

Level Defined

- Level 1:** Visible indication of a leak, mold, or mildew, such as darkened area, exists over a small area (between 1 and 4 sq. ft. by visual estimate). Water may or may not be evident.
- Level 2:** Visible indication of a leak exists over a large area (visually estimated at more than 4 sq. ft.). Water is probably evident.
- Level 3:** Visual observation estimates that a large portion (more than 50% of the surface) of one or more walls have been exposed to substantial saturation or damage due to water, mold, or mildew. Visible cracks, moisture area, mold and flaking are evident. The wall surface may have failed. One occurrence of this condition is sufficient to classify the wall system as level 3.

-OR-

Visual observations estimate that more than 50% of the wall surface in any one area shows signs of water damage, stains, mold, or mildew.

Windows - Cracked/Broken/Missing Panes (Common Areas)

Glass or pane is cracked, broken or missing.

Level Defined

Level 1: Cracked window pane is observed.

Level 2: N/A

Level 3: Glass pane is broken or missing.

Windows - Cracked/Broken/Missing Panes (Common Areas)

Glass or pane is cracked, broken or missing from window sash.

Level Defined

Level 1: Cracked window pane is observed.

Level 2: N/A

Level 3: Glass pane is broken or missing from window sash.

Windows - Damaged Window Sill (Common Areas)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Level Defined

- Level 1:** Sill is damaged but still present. The inside of the surrounding wall is not exposed. No impact to window operation or weather tightness is visually apparent.
 - Level 2:** Sill is missing or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
 - Level 3:** N/A
-

Windows - Damaged Window Sill (Common Areas)

The horizontal member of the window that bears the upright portion of the frame is damaged.

Note: Damage does not include scratches and cosmetic deficiencies.

Level Defined

- Level 1:** Sill is damaged in but still is present. The inside of the surrounding wall is not exposed. No impact to window operation/functionality or weather tightness is visually apparent.
- Level 2:** Sill is missing, or damaged enough to expose the inside of the surrounding walls and/or compromise its weather tightness.
- Level 3:** N/A

Windows - Security Bars Prevent Egress (Common Areas)

Security bars are damaged, constructed or installed such that egress is severely limited or impossible.

Note: This does not include windows not designed or intended for egress.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks.

NO CHANGE TO DEFINITION-DATABASE CORRECTION

HVAC - Missing/Misaligned Chimney (Common Areas)

The exhaust system on a gas/oil fired unit is misaligned.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Any misalignment which causes improper or dangerous venting of gases.

THIS ITEM HAS NOT BEEN CHANGED

HVAC – Inoperable (Common Areas)

The heating, cooling, or ventilation system is inoperable.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The HVAC does not function, providing neither necessary heating or cooling as designed. System does not respond when the controls are engaged.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Hazards”.)

HVAC – Inoperable (Common Areas)

The heating, cooling, or ventilation system is inoperable.

Note:

1. HVAC system may not operate due to seasonal conditions. In such cases do not record a deficiency.
2. Statement may be validated by resident survey process.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: The HVAC does not function, providing neither necessary heating or cooling as designed. System does not respond when the controls are engaged.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to “Hazards”.)

HVAC - Noisy/Vibrating/Leaking (Common Areas)

The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Level Defined

Level 1: N/A

Level 2: The HVAC system exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the area.

Level 3: N/A

HVAC - Noisy/Vibrating/Leaking (Common Areas)

The HVAC distribution components, including fans, are the source of abnormal noise, unusual vibration, or leaks.

Level Defined

Level 1: The HVAC system exhibits or shows signs of abnormal vibration, other noise or leaks when engaged. The condition does not prevent the system from providing heating or cooling sufficient to maintain a minimum temperature range in the major living areas of the area.

Level 2: N/A

Level 3: N/A

Convection/Radiant Heat System Covers Missing/Damaged (Common Areas)

Convection/Radiant heat system cover is missing or damaged.

Level Defined

Level 1: N/A

Level 2: One or more covers are damaged, impeding proper heating, but not creating any type of safety hazard.

Level 3: One or more covers are missing, or substantially not installed, enabling exposure to burn, fan or other potentially serious hazards.

Convection/Radiant Heat System Covers Missing/Damaged (Common Areas)

Convection/Radiant heat system cover is missing or damaged thereby producing a potential for a burn or related injury.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: One or more covers are missing, or substantially damaged so as to allow contact with heating/surface elements or associated fans.

Comments

Level 3: When system is operational during an inspection and a level 3 condition is observed, i.e. a real hazard exists, it must be recorded manually (includes but is not limited to "Hazards").

HVAC - General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, discoloration, pitting or crevices.

Level Defined

Level 1: N/A

Level 2: Significant formations of metal oxides are visible or a noticeable pit or crevice has developed.

Level 3: Condition has rendered equipment and/or piping inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

HVAC - General Rust/Corrosion (HVAC)

The material condition of the equipment and/or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting or crevices.

Level Defined

Level 1: Superficial surface rust.

Level 2: Significant formations of metal oxides, significant flaking, or discoloration are visible or a noticeable pit or crevice has developed.

Level 3: Condition has rendered equipment and/or piping inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but not limited to "Hazards".)

Countertops - Missing/Damaged (Kitchen)

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

Level Defined

- Level 1:** Counter-top surface is discolored; materials have begun to separate or level 1 scratching and chipping is present.
 - Level 2:** Surface shows advanced stage of deterioration and/or scratching, chipping.
 - Level 3:** Countertop working surface is missing or deteriorated and/or damaged and does not provide a sanitary surface to prepare food.
-

Countertops - Missing/Damaged (Kitchen)

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

Level Defined

- Level 1:** N/A
- Level 2:** 20% or more of the countertop working surface is missing or deteriorated and damaged through to and including the level below the laminate and thus does not provide a sanitary surface to prepare food.
- Level 3:** N/A

Cabinets - Missing/Damaged (Kitchen)

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.

Level Defined

- Level 1:** Cabinet is discolored; materials have begun to separate or level 1 scratching and chipping is present. Cabinet assembly is present; up to two cabinets may be only marginally functional.
 - Level 2:** Several (up to 50%) cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
 - Level 3:** A significant number (more than 50%) of cabinets are either missing, damaged, or lacking adequate doors and/or shelves.
-

Cabinets - Missing/Damaged (Kitchen)

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.

Level Defined

- Level 1:** N/A
- Level 2:** Between 10% and 50% of cabinets, doors, and/or shelves are either missing or laminate is separating.
- Level 3:** More than 50% of cabinets, doors, and/or shelves are either missing or laminate is separating.

GFI - Inoperable (Kitchen)(Restrooms/Pool Structures)

GFI is present and inoperable.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: GFI is present and is found inoperable.

GFI - Inoperable (Kitchen)(Restrooms/Pool Structures)

GFI is present and inoperable.

Note: Operability will only be determined by hitting the self test button contained within the GFI unit.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: GFI is present and is found inoperable.

Pool - Not Operational (Pools and Related Structures)

Pool was not in operation during the inspection.

Note: If not operational due to seasonal changes the observation should still be recorded that the pool was not in operation.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Pool was observed not to be operational.

Pool - Not Operational (Pools and Related Structures)

Pool was not in operation during the inspection.

Note: If the pool is open for the applicable season, it should be operational. If the pool is not operational due to seasonal conditions it should not be recorded as a defect.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Pool was observed not to be operational.

-OR-

Pool/Pool Area has conditions which pose a threat to safety capable of causing injury.

Lavatory Sink - Damaged/Missing (Restrooms/Pool Structures)

Sink, faucet, or accessories are missing, damaged or inoperable.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in the basin. Sink is still usable.

Level 2: N/A

Level 3: Absence or failure of the sink and/or associated hardware. Sink is unusable.

Lavatory Sink - Damaged/Missing (Restrooms/Pool Structures)

Sink, faucet, or accessories are missing, damaged or inoperable.

Note: A missing stopper in a common area should not be recorded as a deficiency.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in over 50% of the basin. Sink is still usable.

Level 2: N/A

Level 3: Absence or failure of the sink and/or associated hardware. Sink is unusable.

Plumbing - Clogged Drains (Kitchen) (Restrooms/Pool Structures)

Water does not drain adequately in shower, sink, tub or basin.

Level Defined

Level 1: Water does not drain freely when stopper is disengaged. Sink is usable.

Level 2: N/A

Level 3: Drain is completely clogged or has suffered extensive deterioration. Sink is not usable.

Plumbing - Clogged Drains (Kitchen) (Restrooms/Pool Structures)

Water does not drain adequately in shower, sink, tub or basin.

Level Defined

Level 1: Water does not drain freely. Sink is usable.

Level 2: N/A

Level 3: Drain is completely clogged or has suffered extensive deterioration. Sink is not usable.

Plumbing - Leaking Faucet/Pipes (Kitchen) (Restrooms/Pool Structures)

Sink faucet or piping leaks.

Level Defined

Level 1: Leak or drip that is contained by basin. Faucet is usable.

Level 2: N/A

Level 3: Faucet leak and surrounding area is adversely affected.

-OR-

Piping leaks and surrounding area is adversely affected.

Plumbing - Leaking Faucet/Pipes (Kitchen) (Restrooms/Pool Structures)

Sink faucet or piping leaks.

Level Defined

Level 1: Leak or drip that is contained by basin/pipes. Faucet is usable.

Level 2: N/A

Level 3: Leak is steady and surrounding area is adversely affected.

-OR-

Faucet/pipe is not usable.

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

Unit is absent or damaged.

Level Defined

Level 1: Unit's surface is dented, chipped or scratched. Operation of doors or drawers is impeded but stove is operational. Burner is misaligned and flame is not distributed equally. Pilot light is out on one or more burners.

Level 2: N/A

Level 3: The unit is missing, or any burners and/or oven is inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

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

Unit is absent or damaged.

Note: List of units relative to 504/FH/ADA should be provided to the inspector prior to the start of the inspection. In these cases disconnected or partially disconnected ranges/stoves should not be recorded as a deficiency.

Level Defined

Level 1: Operation of doors or drawers is impeded but stove is operational. On gas ranges, flame is not distributed equally. Pilot light is out on one or more burners.

Level 2: One burner is inoperable.

Level 3: The unit is missing, or 2 or more burners and/or the oven is inoperable.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards").

Refrigerator - Missing/Damaged/Inoperable (Kitchen)

The refrigerator does not perform adequately.

Level Defined

Level 1: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

-OR-

Operation of doors or drawers is impeded but refrigerator is operational.

Level 2: N/A

Level 3: Refrigerator is missing or does not cool at all.

Refrigerator - Damaged/Inoperable (Kitchen)

The refrigerator does not perform adequately.

Level Defined

Level 1: Refrigerator has excessive accumulation of ice.

-OR-

Seals around doors are deteriorated.

Level 2: N/A

Level 3: Refrigerator does not cool adequately for the safe storage of food.

Sink - Damaged/Missing (Kitchen)

Sink, faucet or accessories are missing, damaged, or inoperable.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in the basin. Sink & hardware are still usable for food preparation.

Level 2: N/A

Level 3: Sink or hardware is missing or is totally unusable.

Sink – Missing/Damaged (Kitchen)

Sink, faucet or hardware accessories are missing, damaged, or inoperable.

Note: A missing stopper in a common area should not be recorded as a deficiency.

Level Defined

Level 1: Presence of extensive discoloration and/or cracks in 50% or more of the basin. Sink & hardware are still usable for food preparation.

Level 2: N/A

Level 3: Sink or hardware is missing or is totally unusable.

Restroom Cabinet - Damaged/Missing (Restrooms/Pool Structures)

Damaged or missing cabinets, vanity tops, drawers, shelves, and doors to include medicine cabinets and vanities.

Level Defined

- Level 1:** One or more cabinets/vanities have missing and/or damaged shelves, vanity tops, drawers, and/or doors, but all cabinets are fully usable.
 - Level 2:** N/A
 - Level 3:** One or more cabinets are missing or are not usable for storage due to their poor condition.
-

Restroom Cabinet - Damaged/Missing (Restrooms/Pool Structures)

Damaged or missing: cabinets; vanity tops; drawers; shelves, and doors. Includes medicine cabinets and vanities.

Level Defined

- Level 1:** Cabinet or vanity has missing and/or damaged shelves, vanitytops, drawers, and/or doors, such as to not be functional for usable storage or its intended purpose.
- Level 2:** N/A
- Level 3:** N/A

Shower/Tub - Damaged/Missing (Restrooms/Pool Structures)

Shower/tub or components are damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Presence of extensive discoloration and/or cracks in the basin. Shower/tub is usable.

Level 3: Absence or failure of the shower, tub, faucets or drains and/or associated hardware. Shower or tub are unusable for any reason.

Shower/Tub - Damaged/Missing (Restrooms/Pool Structures)

Shower/tub or components are damaged or non-existent.

Note: A missing stopper in a common area should not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: Presence of extensive discoloration and/or cracks in over 50% of the basin. Shower/tub is usable.

Level 3: Failure of the shower, tub, faucets or drains. Shower or tub is unusable for any reason.

Ventilation/Exhaust System - Inoperable (Restrooms/Pool Structure)

Failure of apparatus to exhaust air.

Level Defined

Level 1: N/A

Level 2: N/A

Level 3: Exhaust fan is inoperable or restroom window cannot be opened.

Ventilation/Exhaust System - Inoperable (Restrooms/Pool Structure)

Failure of apparatus to exhaust air.

Note: If a bathroom fan was never present it should not be recorded as a deficiency.

Level Defined

Level 1: N/A

Level 2: Exhaust fan is inoperable or bathroom window cannot be opened.

Level 3: N/A

Water Closet/Toilet - Damaged/Clogged/Missing (Restrooms/Pool Structures)

Water closet/toilet is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Fixture elements, such as but not limited to the seat, the flush handle, the cover, etc., are missing or damaged.

Level 3: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect.

Water Closet/Toilet - Damaged/Clogged/Missing (Bathroom)

Water closet/toilet is damaged or non-existent.

Level Defined

Level 1: N/A

Level 2: Fixture elements, such as but not limited to the seat, the flush handle, the cover etc., are missing or damaged.

-OR-

Toilet seat is cracked or hinge is broken.

Level 3: Fractured or broken bowl will not retain water. Fixture may not exist or a hazardous condition exists. Absence of all flushing ability due to obstruction or other defect

Chutes Damaged/Missing Components (Trash Collection Areas)

Structure that is utilized to direct garbage into the appropriate storage container. Components include but are not limited to the chute, the chute door.

Note: Do not evaluate the door that leads to the trash room.

Level Defined

Level 1: N/A

Level 2: Substantially reduced capacity to dispose of refuse.

Level 3: Broken or inadequate collection structure causes garbage to backup into chutes. Compactors or components have failed.

Comments

Level 3: If condition is a health and safety concern, it must be recorded manually. (Includes but is not limited to "Hazards".)

Chutes Damaged/Missing Components (Trash Collection Areas)

Structure that is utilized to direct garbage into the appropriate storage container. Components include but are not limited to the chute, the chute door.

Note: Do not evaluate the door that leads to the trash room.

Level Defined

Level 1: N/A

Level 2: Broken or inadequate collection structure causes garbage to backup into chutes. Compactors or components, as defined above, have failed.

Level 3: N/A