DCD 2.3a PUBLIC VERSION USER GUIDE



(PASS 2.3a Release)

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Real Estate Assessment Center Department of Housing and Urban Development

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Public Version-DCD 2.3a Guide

Purpose

The purpose of this guide is to demonstrate how to use the handheld computer data collection device (DCD) to conduct a physical inspection. In this section, you will have an opportunity to perform a variety of inspection procedures using the DCD.

Objectives

After completing this guidebook, you will be able to:

- Add an inspection
- Enter building information
- Enter units
- Record observations in the DCD
- Confirm inspection data is complete
- Backup your database
- Retrieve the Discrepancy and/or Inspection Summary Report

Introduction to Windows 95	
	The HUD inspection software runs on Windows 95.
	Familiarity with Windows 95 file management is essential.
What are windows?	Background Information:
	Windows allows multiple applications and screens to be open at the same time. You can have several windows open simultaneously, but you can only work in one window at a time.
	To switch between windows, tap anywhere in the window that you want to make active. Or, tap on the title bar of the window you want to activate.
	If you have used Windows 95, you recognize some of the same icons, buttons, scroll bars, and other features you have used before.
Features	Background Information:
	<i>Buttons</i> –activate the command displayed on the button label.
	<i>Scroll Bar</i> –Allows movement through text too large to fit in the field. Scroll bars are typically presented in list and display boxes.
	<i>List Box</i> –Displays menus or lists of options to select.
	<i>Radio Button</i> –Activates the selection of only one item from a list of available choices. Selecting one radio button automatically deselects the previously selected button.

Check Box–Activates/deactivates the selection of a control or option. When an option is selected, an 'X' appears in the check box.

Status Bar–Contains messages, descriptions, field name explanations about the current activity, selected control, or option. The status bar is located at the bottom of the application window.

The Windows 95 desktop is what displays after the computer is turned on. The desktop contains several items such as program icons, the task bar, the start button, and the system tray.



Desktop

Windows Explorer is the file management utility for Windows 95. Basic features of Windows Explorer include:

- Open/close
- Title bar
- Menu bar
- Toolbar
- Left pane
- Right pane
- Folders
- Files
- Select a folder
- Expand a folder
- Select a file
- File date and size
- Copy/move/delete
 folders
- Minimize a program
- Maximize a program
- Close a program

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All Folders	Contents of ' (C:)'			
Desktop My Computer 3/s Floppy (A:) C:) DialUpTest Decard Pogram Files Windows Control Panel Windows Dial-Up Networking My Briefcase Online Services screens	Name DialUpTest Pecard Program Files Vindows Recycled Misdos System.1st Hiber.bin File0001.chk File0002.chk File0002.chk File0005.chk	2KB 2KB 462KB 12KB 32KB 32KB 32KB 32KB 32KB 32KB 32KB 3	File Folder File Folder File Folder File Folder Recycle Bin	Modified 5/29/98 8:26 AM 2/20/98 2:53 PM 8/18/97 2:59 PM 8/18/97 2:51 PM 8/18/97 2:52 PM 8/18/97 2:56 PM 8/18/97 3:08 PM 2/25/98 4:58 PM 6/16/98 5:10 AM 6/16/98 5:10 AM 6/16/98 4:30 PM 6/11/98 2:34 PM 6/11/98 2:34 PM 6/11/98 11:52 AM 6/12/98 11:52 AM
	Hiber.dat Suhdlog.dat al autoexec.dos	25,472KB 6KB 1KB	DAT File DAT File DAT File	2/25/98 4:58 PM 8/18/97 3:08 PM 8/18/97 5:18 PM
	Config.dos	1KB	DOS File	8/18/97 5:30 PM

Accessing PASS 2.3a

Background Information:

The terms "click" and "tap" mean the same thing. On a personal computer (PC), you can perform an action by clicking on the mouse. On the DCD, you can perform an action by tapping with the stylus.

Lightly tap the point of the stylus on the screen to perform an action.

Demonstration	Explanation/Illustration
Select the DCD 2.3a Public version icon	To start the program, touch the point of the stylus to and tap on the DCD 2.3a Public Version program icon.
	If the program icon is not available, tap on the Start button, select Programs, then DCD 2.3a Public Version.
Tap on the Begin Inspection button	Tap on Begin Inspection
	Image: Non-Windows and State Sta
	Begin Inspection Exit

Demonstration	Explanation/Illustration
Using help features	What does the Help button do?
To find information quickly, tap on the Help button.	The Help button is a quick way to get more information about what you see on your screen.
Tap on the <i>What's This</i> (?) button to view a short description of a field or command.	The Determinant button is another form of help. It is called the "What's This" button. Selecting this button turns the cursor into a question mark. When you select a field, a pop-up window appears containing additional information.

Exiting the program

Demonstration	Explanation/Illustration
Tap on the <i>Exit</i> button	Use the E_{xit} button to exit the DCD 2.3a Public Version program and return to the desktop screen.
	Background Information:
	Always exit all programs and power off the DCD properly. To shut down the DCD, tap the Start button in the bottom left corner and tap on Shut Down at the bottom of the menu.

Property Information

You begin to process an inspection from the Property Information screen. From this screen, you can navigate through all the components of the property profile.

Demonstration	Explanation/Illustration
Tap on the Property	HUD Inspection
Information tab	Property Building / Unit Property Inspectable Check / Prepare Information Information
	* Inspection # Inspection Date *Property ID PIH Project # *Property Name
	Add Inspection
Tap Add Inspection	Add InspectionTap on thefields appropriately.Note all required fields that are required have an asterisk (*) in front of the field.
Tap Save Inspection	Tap on the Save Inspection button after updating the appropriate fields.
	 Once you add an inspection, the buttons at the bottom of the screen allows you to add or change: Address information Inspection information Information on certificates or conduct administrative tasks.

Selecting a Property

To access an inspection that has been added, select the row containing the appropriate Inspection Number and Property Name.

Updating Property Information

Demonstration	Explanation/Illustration
Select the property you	😰 Inspection Number: 77777
wish to update.	Property Building / Unit Property Inspectable Check / Prepare
	* Inspection # [77777 Inspection Date [12/01/2000
	*Property ID 112233 PIH Project #
	*Property Name Delaplane Village
	Scattered Site
	Total Units
	Comments
	Current Property Inspections On File
	▶ 77777 Delaplane Village
	<u>Edit Inspection</u> <u>Administration</u> <u>№</u> <u>H</u> elp Exit
	<u>Add Inspection</u>
	From this screen, you can access the links that
	enable you to view or edit inspection information,
	address information, certificate information or to
	perform administrative tasks.
Top on the Falit	Edit Increation
Tap on the <i>Edit</i>	Tap on Edit Inspection to modify the name of the
Inspection button	property, to indicate a scattered site or update the
	Comments field.
Make the necessary	
changes	NOTE: The Comments field allows the entry of
	comments (up to 255 characters) for the
	property.

Demonstration	Explanation/Illustration
Tap on the Save Inspection button	Tap on Save Inspection to save your changes.
Tap on the Address Info button to enter or update the property's address	Tap on <u>Address Info</u> .
Tap on the <i>Edit Address</i> button	Tap on <u>Edit Address</u>
	Note: If you do not edit the address, tap on the
	Close Form button to return to the Property
Enter the property's	Information tab. Update the appropriate fields.
address information	Property Address Information (Address information may be edited)
	Inspection # 77777 *Address Line 1 Enter Address Line 1 Address Line 2 Enter Address Line 2 *City Enter City *Zip 11111
	Phone Number Phone Ext. Fax Number
	Save Address Cancel Add/Edit
	Do not enter parentheses () or hypens (-) as part of the phone number; simply enter the numbers and the system automatically formats the phone number.
Tap on the Save Address button	Tap on Save Address to save your update.

Recording Certificate Information

Demonstration	Explanation/Illustration
Tap on the <i>Certificates</i> button	Tap on the Ce <u>r</u> tificates button on the Property Information tab.
Tap in the appropriate checkbox for each certificate	The Certificate/Inspections/PM Records screen displays. The certificates to be inspected are listed.
	Dinspection Number: 77777
	Property Building / Unit Property Inspectable Check / Prepare Information Information Items Items
	Certificate/Inspections/PM Records
	Certificate Description YES NO NA
	Boilers
	Fire Alarm
	Lead Based Paint Disclosure Form
	Sprinkler System
	M? Help Close Form Image: Close Image: Close
	Tap in the checkbox in the Yes column if you have verified the existence of a valid certificate. Tap in the checkbox in the No column if a certificate is not available for you to verify. Tap in the checkbox in the NA column if it is not applicable to the property inspection. Each certificate must be verified and checked accordingly.

	Background information on the two lead based paint certificates:
	 Lead Based Paint Disclosure form Lead-Based Paint Inspection report
	Section 1018 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 requires sellers, landlords, and agents to warn homebuyers and tenants of lead-based paint and lead-based paint hazards in housing built prior to 1978. The lead- based paint disclosure regulations implementing this statutory provision (Lead Disclosure Rule) apply to all pre-1978 housing including all public housing and HUD-assisted housing, as well as private housing.
	REAC's physical inspection protocol requires the following information relevant to targeting Lead Disclosure Rule enforcement efforts:
	 Date of construction of buildings Condition of paint Presence of lead certificates
	With the release of DCD 2.3, REAC added the following two lead-based paint items to the physical inspection protocol:
	 Presence of lead-based paint disclosure forms Presence of lead-based paint inspection reports
Select the <i>Close Form</i> button	Tap on the button to return to Property

Deleting an Inspection

Demonstration	Explanation/Illustration
Select the inspection to delete	Tap on the Inspection Number to delete on the Property Information tab.
Tap on the Administration button	Tap on the Administration button. The Administration Menu displays.
	🖼 Administration Menu
	Delete Inspection
	Compress <u>D</u> atabase
	Back Up Database
	Run Compress On Exit
	<u>C</u> lose <u>H</u> elp
Tap on the Delete Inspection button	Tap on the Delete Inspection button.
Tap on the Yes or No button	Tap If you want to delete the inspection or tap Inspection if you do not want to delete the inspection. Inspection Id Image: Construct on the inspection record? All records relating to this inspection will also be deleted. Record deletion cannot be undone. Image: Construct on the ima
Tap on the Close button	Tap on the <u><u>Close</u> button to return to the Property Information tab.</u>

Compressing the Database		
	Compressing the database allows the capability to recover disk space allocated to deleted records.	
	This can be done from three locations:	
	Start up screen	
	Property Information page	
	On program exit	
Demonstration	Explanation/Illustration	
Exit and restart the DCD 2.3a Public Version program		
Tap on the Compress Database button on the initial screen	Image: Non-Ward Strain Strai	
	<u>B</u> egin Inspection Exit	

Demonstration	Explanation/Illustration
Tap on the Compress Database button	Tap on the Compress Database button.
	Administration Menu Delete Inspection Compress Database Back Up Database Run Compress On Exit Close Help
	You can also check "Run Compress on Exit" so the system will automatically compress your DCD's database when you exit the program.
Tap on the OK or Cancel button	Tap OK if you want to repair and compress your database. System Administration Image: Compress your Database? Are you sure that you would like to Repair and Compress your Database? OK Cancel
	Tap the OK button. System Administration Your Database was successfully Repaired and Compressed OK
	Tap on the <u><u>Close</u> button to return to the Property Information page.</u>

Backing	Up	Your
Databas	e	

Database		
Demonstration	Explanation/Illustration	
	The Back Up Database function allows the user to make a backup copy of the database. The backup copy is located on the C:\Program Files\hudinsp\backup. The file serves as a safeguard against the file becoming corrupted due to system malfunctions.	
Tap on the Back Up Database button	Back Up Database Tap on the button located on the Administration Menu.	
Tap on the Yes button	Tap on the <u>Yes</u> button to backup your database.	
	System Administration Image: Are you sure that you would like to backup your Database? Image: Image	
Enter name of the backup file and tap OK	Enter the name of the backup file and tap on the OK button. Backup Please enter the backup file name. OK Cancel	

Demonstration	Explanation/Illustration
Tap on the <i>OK</i> button	Tap on the K button.
	System Administration Your Database was successfully copied to Backup directory. OK
Tap on the Close button	Tap on the <u><u>Close</u> button located on the Administration Menu to return to the Property Information page.</u>

Tips on how to retrieve/refresh the	
database	
If due to a system malfunction and the system's working database "REAC_DCD.mdb becomes unusable, you may use the copy, rename functionality provided by the Windows 95 Operating System to retrieve and refresh your database.	
Please follow the following steps to retrieve and refresh your database;	
 Start Windows Explorer and locate the latest database backup in the C:\Program Files\HUDINSP\Backup folder. 	
2. Select the database file by pointing to it and making a single left click.	
3. Move the mouse pointer on the selected file and click on the right button on mouse.	
4. Click on Rename in the window provided.	
6. Select the Reac_Dcd.mdb file by pointing to	
it and making a single left click.7. Place the mouse pointer on the selected file	
and click on the right button on mouse.8. Click on Copy in the window provided.	
9. Locate file Reac_Dcd.mdb in c:\Program Files\HUDINSP\Data folder.	
10. Select this file by pointing to it and making a single left click.	
 Place the mouse pointer on the selected file and click on the right button on mouse. 	
12. Click on Delete in the window provided, and confirm to send the deleted file to the Recycle Bin.	
13. Locate the folder C:\Program Files\HUDINSP\Data in Windows Explorer	
14. Place the mouse pointer on the folder and single click on the right button on mouse.	
15. Click on Paste in the window provided.	
16. Verify that the file Reac_Dcd.mdb was	
copied in the folder by pointing to the folder	
and double clicking on the left mouse button.	

17. If file does not exist repeat steps 6-8, and 13-15.Tip:
Advanced users may use this feature to make incremental backups and in effect partition the database by creating smaller databases. For instance, when inspecting a large complex that has for example 500 plus units, users may create database backups after every 100 units. In case of a system malfunction they will be able to refresh the database up to the last backup stage.
Note: The working-system-database remains intact and will always have all the data. Users may make a duplicate/backup of the working-system-database when all the inspections are completed provided there is enough disk space on their DCD/PC.

Building/Unit Information

Adding a Building

Demonstration	Explanation/Illustration
Tap on the Add Building button	Tap on the Add Building button.
	Experies methods Experies methods Experies methods Information Information Information Building Number *Building Name *Construction Year *Building Type *Units In Building *Reason Uninspectable Comments
	Add Building k? Help Exit

ir	
Enter the required information for the building, including building name, construction year, building type, number of units in building, and reason uninspectable.	
NOTE : The asterisk (*) before a field name indicates a required field.	
The DCD automatically enters the building number in the order it was added.	
Explanation/Illustration	
Enter the name of the building.	
Enter the year the building was built.	
Select the type of building from the drop-down list.	
Enter the number of units in the building.	
Tap on the Save Building button to save the building information.	
The following message box appears when a new building is added:	
NO BUILDING ADDRESS INFORMATION There is no address information on file for this building.	

Demonstration	Explanation/Illustration
Tap on the OK button	Tap OK The Building Address Informtion screen displays.
	Property Information Building / Unit Information Property Inspectable terms Oheck/Prepare Building Address Information (Address information may be edited) ?** ?** Inspection # ?????? Building # ?** *Address Line 1 Enter Address Line 2 ** Address Line 2 ** *City Enter City *State Alabama * *Zip I1111 I111 Sec Inspection Latitude Dir Deg Min Sec Save Address ?? Help Close Form Update the fields appropriately.
	Latitude and Longitude fields: Note : These new fields are for the Office of Native American Programs (ONAP) properties. Enter data into the appropriate fields.

Background Information:
Latitude and longitude coordinates apply only to ONAP properties. The requirements associated with the use of this feature are still in the pilot phase.
Using a Global Positioning System reader, inspectors can determine the latitude and longitude coordinates of each building in the inspection sample.
There is one GPS reading for each building. The reading is taken from the main outdoor entrance of each building.
The latitude and longitude coordinates are recorded using the degrees, minutes, and seconds (DMS) format. (Example: Latitude: N 038° 53' 01.9" and Longitude: W 077° 01' 46.8")

General Information:
Latitude Direction: N (North), S (South).
Degree: This field has three characters. The first position is always 0. The values for this field are 0 to 90.
Minutes: The values for minutes are greater than or equal to 0 and less than 60.
Seconds: The Seconds field has four characters. The first two characters are whole numbers, the third character is a decimal point and the fourth character is one decimal place. (Example 24.4) The values for seconds are greater than or equal to 0 and less than 60.
Longitude
Direction: W (West) and E (East).
Degree: This field has three characters. The first position is always 0 if the value is less than 100. The values for this field are 0 to 180.
Minutes: The values for minutes are greater than or equal to 0 and less than 60.
Seconds: The Seconds field has four characters. The first two characters are whole numbers, the third character is a decimal point and the fourth character is one decimal place. (Example 24.4) The values for seconds are greater than or equal to 0 and less than 60.

Demonstration	Explanation/Illustration
Tap in Latitude Dir	Enter the direction.
Tap in Latitude Deg	Enter the degrees.
Tap in Latitude Min	Enter the minutes.
Tap in Latitude Sec	Enter the seconds.
Tap in Longitude Dir	Enter the direction.
Tap in Longitude Deg	Enter the degrees.
Tap in Longitude Min	Enter the minutes.
Tap in Longitude Sec	Enter the seconds.
Tap on the Save Address button	Tap on <u>Save Address</u> to save the coordinates and address information. The Building/Unit Information tab displays.
	Inspection Number: 77777 Property Information Building / Unit Property Inspectable Check / Prepare Information *Building Name Longview Vilage *Construction Year 1990 *Building Type Low Rise/Garden Apartment *Units In Building 2 *Reason Uninspectable None Entered Comments Building Name Building Type Reason Uninspectable Building Number Building Name Building Type Reason Uninspectable Building Number Building Name Building Type Reason Uninspectable Image: Description of the for This Inspection Building Name Building Type Reason Uninspectable Mathematical Building Name Building Type Reason Uninspectable Image Image: Description of the for This Inspection Building Name Building Name Image Mathematical Description of the for This Inspectable Image Image Image Image Image: Description of the for This Inspectable Image Image Image Image Image Image: Description of the for This Inspectable Image Image Image Image

Editing Building Information

Demonstration	Explanation/Illustration
Tap on the <i>Edit Building</i> button	Edit Building to edit the record currently displayed. Inspection Number: 77777 Image: Check / Prepare Property Information Building / Unit Property Inspectable Check / Prepare
	Information Items Building Number 1 *Building Name Longview Village *Construction Year 1990 *Building Type Low Rise/Garden Apartment *Units In Building 2 *Reason Uninspectable None Entered Comments
	Building Yope Building Number Building Name Building Type Reason Unispectable I Longview Village L Low Rise/Garden A. None Entered Add Building Edit Building Delete Building Help Exit Units Y? Help
Tap on the Save Building button	Tap on the Save Building button to save your edits.
Tap on the Address Info button on the Building/Unit Information tab	Tap on the <u>Address Info</u> button to edit the address information if applicable.

Demonstration	Explanation/Illustration
Tap on the <i>Edit Address</i> button Make any necessary edits	Tap on the Edit Address button and make the address changes.
Tap on the Save Address button	Tap on the <u>Save Address</u> button to save the coordinates and address information. The Building/Unit Information tab displays.
	Inspection Number: 77777 Image: Construction Number: Treation Building Number 1 *Building Name Congview Village *Construction Year 1990 *Building Type Low Rise/Garden Apartment *Units In Building 2 *Reason Uninspectable None Entered Building Number Building On File For This Inspection Image: Comments Image: Comments Building Number Building Name Building Type Reason Uninspectable Image: Description Building Type Reason Uninspectable Exit Image: Description Building Description Reason Uninspectable Exit

Deleting a Building

Demonstration	Explanation/Illustration
Select the correct property from the Property Information tab	Current Property Inspections On File Lakeside Park
Select the correct building from the Building/Unit Information screen	Building Number to delete. Building On File For This Inspection Building Number Building Son File For This Inspection Building Number Building Number Building Number Building Type Reason Uninspectable 1 Longview Village L Low Rise/Garden A. None Entered
Tap on the Delete Building button	Tap on the Delete Building button. Stapection Number: 7777 Image: Construction Number: 7777 Image: Construction Number: 7777 Building Number Building / Unit Property Inspectable Check / Prepare Building Number *Building Name Longview Village *Construction Year 1990 *Building Type Low Rise/Garden Apartment *Units In Building *Reason Uninspectable None Entered Comments Building Name Building Type Low Rise/Garden Apartment *Units In Building Name Building Year Reason Uninspectable None Entered Uniting Building Delete Building None Entered Entered *Image: L Low Rise/Garden A, None Entered Mone Entered Ext

Demonstration	Explanation/Illustration
	A confirmation message displays to ensure you want to delete this building.
	Delete Building Image: Constraint of the second
Tap on the Yes button to delete the building record or the No button to cancel	Tap on the $\underbrace{Y^{es}}_{No}$ button to delete the building record or on the $\underbrace{\mathbb{N}^{o}}_{No}$ button to cancel.

Unit Information

Adding Unit Information

Demonstration	Explanation/Illustration
Select the correct property from the Property Information tab	Current Property Inspections On File Inspection Num. Property Name 101010 Sandels Creek 77777 Delaplane Village 11111 Lakeside Park
On the Building/Unit Information tab, and tap on the Units button	Tap on the Building/Unit tab and then the Units button to add unit information. Statestime Building / Unit Property Information Property Inspectable Building Number: 1 *Building Name Longview Yilage *Onstruction Year *Building On File For This Inspectable None Entered Image: Low Reselfarden Apartment Building Number Building On File For This Inspectable Building Number Building Number Construction Year *Reason Uninspectable None Entered Building Number Building Name *Low Reselfarden A Mone Entered Image: Low Reselfarden A Mone Entered Mone Entered Image: Low Reselfarden A Mone Entered Add Building Units Help
Tap on the Add Unit button	Tap on Add Unit to add all units.

Demonstration	Explanation/Illustration
Enter the unit information in the appropriate fields Tap on the Save Unit button	Enter information for all units. Tap on the <u>Save Unit</u> button to save the unit information.
	Information Building / Unit Property Inspectable Qheck / Prepare Information Building / Unit Property Inspectable Qheck / Prepare Information Goupied * Unit Type Image: Coupied Image: Coupied
	 Background Information: The Edit Unit and Delete Unit buttons function the same as the edit and delete buttons for the building information. A Comments field is available on the Unit Information for Building screen. By tapping on the Edit Unit button, the Comments field can be updated. The field allows the entry of up to 255 characters.

Recording Deficiencies

You can record inspectable item deficiencies directly into PASS 2.3a while conducting the inspection.

Background Information:

Classify deficiencies as level 1(L1), level 2 (L2), or level 3 (L3) according to the protocol. Deficiency definitions are available electronically in PASS 2.3a. For a level 3 deficiency, you must enter comments and the location of the deficiency.

In addition, identify and record both life-threatening and nonlife-threatening health and safety hazards.

Demonstration	Explanation/Illustration
Tap on the Property Inspectable Items tab	Site Property Inspectable Items Check / Prepare Site Site Site Building Fencing and Gates** Image: Site Systems Fencing and Gates** Image: Site Systems Parking Lots/Driveways/Roads Image: Site Unit Site: Health and Safety Unit Site: Inspectable Item Systems Darking Lots/Driveways/Roads Image: Site: Unit Site: Health and Safety Unit Site: Inspectable Item Vinit Site: Health and Safety Unit Flarmable Materials Image: Site:
	Image:
	You must address every inspectable item to successfully complete your inspection.

Site Inspectable Items

Demonstration	Explanation/Illustration
Tap on the Site button	Tap on Site to record site deficiencies, including observed health and safety deficiencies. Use the scroll bar on the right to go through the lists.
	Background: Proportionality:
	Proportionality is used to determine the percentage of the defected area. The level of the rating is based on the percentage of the defect. The percentage is calculated by dividing the total area by the measurement of the defect.
	Example : If the Total Area of the parking lot is 5,000 square feet and the defect is 500 square feet, then the defect represents 10% of the total area.
	The three inspectable defects where proportionality applies are:
	 Ponding (parking lots/driveways/roads)
	 Cracks (parking lots/driveways/roads)
	 Cracks/settlement/heaving (walkways/steps)
	The property representative provides the total area owned for the parking lots/driveway/roads (in square feet) and the walkways/steps (in square feet).
	If the measurements for the total area are not known, estimate the measurement of the area. Use the predetermined measures to estimate the size of the parking lot.

The predetermined measurement for full-sized cars is 9 ft. by 20 ft. or 180 square feet. For subcompact cars the predetermined measurement is 8 ft. by 15 ft. or 120 square feet.
Note: The measurement for the driveway within the parking lot is the length of the driveway x 20 ft.
Source for the predetermined measurements: <u>A Policy on</u> <u>Geometric Design of Highways and Streets</u> published by AASHTO.
If an observable defect level (L1, L2, or L3) on the Inspectable Defect screen for Ponding (Parking Lots/Driveways/Roads), Cracks (Parking Lots/ Driveways/Roads) or Cracks/Settlement/ Heaving (Walkways/Steps) is selected; one of the following three screens automatically displays:
🖷 Ponding (Parking Lots/Driveways/Roads) 🔲 🗖 🗙
Defective Area Sq. Ft. Total Area Sq. Ft.
Percent Defective %
Compute % Save Cancel

	Cracks (Parking Lots/Driveways/Roads) Defective Area Sq. Ft. Total Area Save Compute % Save Cancel Sq. Ft. Defective Area Defective Area Sq. Ft. Defective Area Defective Area Sq. Ft. Total Area Sq. Ft. Percent Defective Sq. Ft. Percent Defective
	Compute <u>% Save Cancel</u>
Demonstration Tap on the Inspectable Item: Parking Lots/Driveways/Roads	Explanation/Illustration Tap on Parking Lots/Driveways/Roads. Inspectable Item NOD OD NA Parking Lots/Driveways/Roads
Tap on OD checkbox	Tap on the checkbox under OD. Inspectable Item NOD OD NA Parking Lots/Driveways/Roads

Demonstration	Explanation/Illustration
Tap on the level deficiency checkbox	The Inspectable Defects screen displays.
	Site: Parking Lots/Driveways/Roads
	Inspectable Defect L1 L2 L3
	Cracks ^M Conding ^M
	Potholes/Loose Material***
	Settlement/Heaving**
	Tap on L2 for Cracks. Proportionality applies to Cracks and Ponding.
	The appropriate proportionality screen displays.
	S. Cracks** (Parking Lots/Driveways/Roads)
	Defective Area 0 Sq. Ft.
	Total Area D Sq. Ft.
	Percent Defective 0 %
	Compute % Save Cancel
Enter the square footage of the total area in the Total Area field.	Enter the square footage of the total area.
Enter the square footage of the defective area in the Defective Area field.	Enter the square footage of the defective area.

Demonstration	Explanation/Illustration	n		
Tap on the Compute % button	Tap on Compute % . NOTE :The system computes the per area that is defective and inse percentage value in the Perce field.	erts th	ie	
Tap on the Save button	Tap on the Save button to save value and return to the current Inspessoreen.			
	NOTE: The Location/Comments pop displays after the Save tapped whenever Level 3 is s defect.	butto	on is	
	Based on the definition for the defec need to select another defect level.	t, you	may	
Select the <i>Close Form</i> button	Tap on to return to the Insp page.	ectal	ole Ite	em
Tap on the Inspectable Item: Walkways/Steps	Site	100	00	
	Inspectable Item Play Areas and Equipment Refuse Disposal Retaining Walls** Storm Drainage Wallsways/Steps			
	Tap on Walkways/Steps.			

Demonstration	Explanation/Illustration
Tap on the OD checkbox	Tap on the checkbox under OD . The Inspectable Defect screen displays. Proportionality applies to Cracks/Settlement/Heaving.
	Site: Walkways/Steps Inspectable Defect L1 L2 L3 Broken/Missing Hand Railing Cracks/Settlement/Heaving** Spalling**
Tap on the level of deficiency of the defect	Tap on the appropriate level of deficiency. The Cracks/Settlement/Heaving ** Walkways/Steps) screen displays.
	🐂 Cracks/Settlement/Heaving** (Walkways/Steps)
	Defective Area 0 Sq. Ft. Total Area 0 Sq. Ft.
	Percent Defective 0 %
	Compute <u>%</u> <u>S</u> ave <u>C</u> ancel
Enter the square footage of the total area in the Total Area field.	Enter the square footage of the total area.
Enter the square footage of the defective area in the Defective Area field.	Enter the square footage of the defective area.

Demonstration	Explanation/Illustration
Tap on the Save button	Tap on the Save button to save the computed value and return to the current inspectable defect screen.
	NOTE: The Location/Comments pop-up window
	displays after the Save button is tapped whenever Level 3 is selected for a defect.
	Based on the definition for the defect, you may have to select another defect level.
Select the <i>Close Form</i> button	Tap on to return to <i>the Inspectable Item</i> screen.

Building Inspectable

ltems	
Demonstration	Explanation/Illustration
Select a building	Building Exterior Systems Common Areas
	After inspecting and recording the site items/deficiencies, tap on the drop-down menu (
	When the building is selected, the exterior inspectable items display.
Record your observations for each exterior inspectable item	Use the scroll bars on the right to move through the lists.
	 NOTE: Two of the inspectable items pertain to Fair Housing and Equal Opportunity. They are: FHEO – 32" Wide Main Entrance FHEO – Accessibility to Main Floor Entrance
	Note: Fair Housing Equal Opportunity (FHEO)

For the inspectable item FHEO – 32" Wide Marenet item Image: The image item item Image: The image: The image item Image: The image item Image: The image: The image item Image: The image: The image item Image: The im	
For the inspectable item FHEO – 32" Wide March For the inspectable item FHEO – 32" Wide March Image: The second Hards <	
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If the main ground floor entrance for a building accessible, tap No Observable Defect (NOD). If the main ground floor entrance for a building inaccessible, tap Observable Defect (OD). Ta Level 3 and update the Defect Location and Comments screen.	ain t 32" ride or 2" 3 and to able ute. from cted hat is is
Demonstration Explanation/Illustration	

Tap on the Systems button	Tap on Systems to record deficiencies.
Record your observations for each inspectable item	Use the scroll bars on the right to move through the lists.
Tap on the Common Areas button	Tap on the Common Arease button to record deficiencies.
Record your observations for each inspectable item	Use the scroll bars on the right to move through the lists.
	Two inspectable items pertain to Fair Housing and Equal Opportunity. They are: • FHEO – 36" Wide Interior Hallways • FHEO - Accessible Outside Common Areas * Inspectable items * Property Information * Building 1: Common Areas * Building 1: Common Areas * FHEO - 30" Wide Interior Hallways** * Building 1: Common Areas * FHEO - 30" Wide Interior Hallways** * FHEO - Accessible Outside Common Areas** * FHEO - 30" Wide Interior Hallways** * FHEO - Accessible Outside Common Areas** * Building 1: Common Areas: Health and Safety * FHEO - Accessible Outside Common Areas: Health and Safety * FHEO - Accessible Outside Common Areas: Health and Safety * Building 1: Common Area

Multi-story Building Hallways/Common Areas Less

Than 36" Wide. Verify that the interior hallways to the inspected units and common areas in the inspected multi-story buildings are at least 36" wide. If the width of the hallways is 36" wide or wider, tap No Observable Defect (NOD). If the width of the hallways is less then 36" wide, tap Observable Defect (OD). Tap Level 3 and update the **Defect Location and Comments** screen. For the inspectable item FHEO – Accessible Outside Common Areas, there is only one inspectable defect: Routes Obstructed or Inaccessible to Wheelchair. Verify that routes to all outside common areas are accessible to wheelchairs. Accessible routes include curb cuts. ramps, and, unobstructed sidewalks with sufficient 36" width. If the routes to all outside common areas are accessible to wheelchairs, tap No Observable Defect (NOD). If the routes to all outside common areas are inaccessible to wheelchairs, tap Observable Defect (OD). Tap Level 3 and update the

Defect Location and Comments screen.

Unit Inspectable Items

Demonstration	Explanation/Illustration
Select a unit	Tap on the <i>Unit</i> drop-down menu (I) to select the building
Record your observations for each unit inspectable item	Use the scroll bars on the right to move through the lists.

Definitions

Demonstration	Explanation/Illustration
Tap on an inspectable item	The item you selected is indicated by D .
	For example, you want a definition for
	Fencing and Gates**
	Note: Double asterisks (**) appearing after an Inspectable Item or Inspectable Defect indicates the definition has been revised.
Tap on the <i>Item</i> <i>Definition</i> button	Item Definitionto obtain a definition for an inspectable item. If the definition has been revised double asterisks (**) appear in front of the Item Definition on the Item and Definition screens.For this example, the system help provides you with a definition for fencing and gates as well as the possible deficiencies.

Demonstration	Explanation/Illustration
Tap on a deficiency link	Suide to Using the HUD PASS
	Index Help Iopics Date Date
	**Fencing and Gates (Site)
	Fence: A structure functioning as a boundary or barrier. An upright structure serving to
	enclose, divide or protect an area.
	Gate: A structured opening in a fence for entrance or exit.
	Note: This does not include swimming pool fences. Swimming Pool Fences are covered under Common Areas - Pools and Related Structures.
	This inspectable item can have the following deficiencies:
	**Damaged/FalingLeaning
	Tholes
	"Missing Sections
	For example, tap on the <u>Holes</u> link for more
	information on the deficiency, including the severity
	definitions.
	R Dubo PELIP
	Polest
	"Holes (Fencing and Gates)
	Deliclency: There is an opening or penetration in any fence or gate designed to keep lotrusters out or obliden in: Look for holes that could allow animals to enter or could threater the safety of children.
	• Sets: If the fance or gate is not designed to keep intruders out or children in-such as a null fince-do not evaluate it for holes.
	Level of Deliclency:
	Level 1: The tote is smaller than 6 inches by 6 inches.
	Level 2: N/A Level 3: The hale is larger than 6 inches by 6 inches.
	Lise the seroll bar on the right to view the definitions
	Use the scroll bar on the right to view the definitions for level 1, level 2, and level 3 deficiencies.
	וט וביכו ז, וביכו ב, מות וביכו ג תפווטופווטופג.
	Ton an Vin the ten right server to show the
Tap on the Close control	Tap on 🖾 in the top right corner to close the
icon	deficiency definition window.

Tools

Demonstration	Explanation/Illustration
Tap on the <i>Tools</i> button	Tools provides a calculator and a notepad.

Checking/Preparing	The check/prepare process ensures that the
the Inspection	inspection has been completed.

This should be done before leaving the site to prevent having to return to the property to verify any missing information.

Demonstration	Explanation/Illustration
Tap on the Check/Prepare tab	The verification process checks to ensure that all the buildings and unit entered in the property information profile are inspected.
Review the page to identify whether the inspection is completed.	If the inspection is not complete, the reason and area are identified. Complete the inspection and check again.
	Incomplete Inspections Information Required For A Complete Inspection Certificates
	The Check/Prepare page indicates when the inspection is completed.
	Inspection Number: 77777 Property Information Building / Unit Property Information Information
	INSPECTION IS COMPLETE Inspection # 77777 Inspector PUBLIC Property ID 112233 Property Name Delaplane Village
	Discrepancy Report

Life Threatening Hazards Report Demonstration	Explanation/Illustration
Tap on the Life Threatening Hazards Report button	If there are any life-threatening hazards, tap on the Life Threatening Hazards Report button to view the report. This can be used to complete the Notification of Exigent and Fire Safety Hazards Observed form. NOTE: This button is only available if there are life- threatening hazards for the property.

Discrepancy Report

Tap on the <i>Discrepancy</i> <i>Report</i> button	If there are any observed defects, tap on Discrepancy Report to view the report. This can be used to complete the Notification of Exigent and Fire Safety Hazards Observed form.	
	NOTE: This button is always available. There must be at least one building or building and unit, or one Observed Defect (OD) in Site, Exterior, Systems, Common Areas, Units or in the respective Health and Safety areas for a Discrepancy Report to be generated. If not, a message is displayed indicating that the report is not generated.	

Importing the Discrepancy Report into Another Application (Excel)

Demonstration	Explanation/Illustration
Tap on the <i>Discrepancy</i> <i>Report</i> button	Tap on the Discrepancy Report button.
	Tap on the OK button.
	The Discrepancy Report displays:

Demonstration	Explanation/Illustration		
Select data	Select data by tapping from the Menu Bar, Edit and Select All .		
	Edit Search Help Undo Ctrl+Z Cut Ctrl+X Copy Ctrl+C Paste Ctrl+V Dejete Del Select All Time/Date F5 Word Wrap F5		
Copy the data	Tap on the Ctrl and C keys or from the Menu Bar select, Edit and then Copy.		
	Edit Search Help Undo Driez Cut Driex Entre Driev Dejete Del Select All Time/Date F5 Word Wrap		

Demonstration	Explanation/Illustration
	Open an Excel spreadsheet.
Paste data into spreadsheet	Tap on the Ctrl and V keys or select from the Excel Menu Bar, Edit and Paste .
	The law front front Y
	Edit Wew Insert Figmat Io
	C Repeat Paste Otri+Y
	X Cut Cort+X
	Chi+C Chi+C Chi+C
	Paste Special
	Paste as Hyperink
	Clear
	Delete Sheet
	Move or Copy Sheet
	Bind Oorl+F
	Replace Ctrl+H Go To Ctrl+G
	Uniprim. Objection

Demonstration	Explanation/Illustration					
	Highlight Column A, and from the Menu bar, tap on					
	Data.					
	57 A					
	Eile Edit View Insert Format Iools Data Window Help					
	Tap on Text to Columns					
	Tap on Text to Columns .					
	Data <u>W</u> indow <u>H</u> elp					
	2 ↓ <u>s</u> ort					
	<u>F</u> ilter					
	F <u>o</u> rm					
	Su <u>b</u> totals Validation					
	<u>T</u> able					
	Consolidate					
	Get External <u>D</u> ata					
	Refresh Data					
The Convert Text to						
Columns Wizard – Step	Convert Text to Columns Wizard - Step 1 of 3					
1 of 3 displays	The Text Wizard has determined that your data is Fixed Width.					
	If this is correct, choose Next, or choose the Data Type that best describes your data. Original data type					
	Choose the file type that best describes your data: Cpelimited Characters such as commas or tabs separate each field.					
	C Fixed width - Fields are aligned in columns with spaces between each field.					
	Preview of selected data: 1_Discrepancy Report					
	2 3]Inspection No:; 3642252					
	4 5 Inspection Date:;12/18/2000 1:58:51 PM 6					
	Cancel < Back Next > Einish					
	Tap on the Delimited radio button and tap on the					
	Next > button.					

Demonstration	Explanation/Illustration
The Convert Text to Columns Wizard – Step 2 of 3 displays	Corvert Text to Columns Wizard - Step 2 of 3 Image: Convert Text is affected in the preview below. Delimiters Tgeat consecutive delimiters as one Image: Convert Text Semicolon Comma Type Tgeat consecutive delimiters as one Type Text Qualifier: Data preview Text Qualifier: Discrepancy Report 3642252 Inspection No: 3642252 Inspection Date: 12/18/2000 1:58:51 PM Image: Cancel < Back Next > Emish
The Convert Text to Columns Wizard – Step 3 of 3 displays	Image: Source in the part of column and set the Data Format. Column data format. 'General' converts numeric values to numbers, date values to dates, and all remaining values to text. Column data format. 'General' converts numeric values to numbers, date values to dates, and all remaining values to text. Date: MDY Data preview Destination: \$A\$1 General Discrepancy Report Inspection No:: 3642252 Inspection No:: 3642252 Inspection Date: : 12/18/2000 1:58:51 PM Cancel Back Mext > Tap on the Finish button.

Demonstration		Explana	tion/II	llustratio	n
	The Disc	repancy Repo	ort als	plays.	
	8) ct. ct. 10	t Format Table Data (Badam Hala			_[8]×
		rt Format Tools Data Window Help	an		Processory Processory Processory
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	D14 •	=	0	D	
	A 1 Discrepancy Report	В.	C	D	E
	2	L			
	3 Inspection No: 4	3642252			
	5 Inspection Date:	12/18/2000 13:58			
	7 Property:	3733 HopSkip Lane			
	8	Enter Address Line 2			
	9	Wonderful City	CA	11111	
	10 Phone: 11	1231456789			
	12 Fax:	1235551313			
	13 Scattered site?	N			
	14 E-Mail Address:				1
	16 Buildings/Units				
	17 Building Number	Name/Type/Reason Uninspectable	Year Built	#Units	Address
		1 Tower I	1990		2 3735 HopSkip Lane Enter Address Li
	19	Low Rise/Garden Apartment			Wonderful City CA 11111 -5555
	20 21			Occupied	
	21		>3 Bedrooms		
	22 Area	Building No.	Unit No.	Inspected Item	NOD/OD
	23 Site	0		Storm Drainage	OD
	24 Site	0		Fencing and Gates**	
	25 CA 26 DU 4 N Sheet1 / She	1		Community Room	OD
	A b b Sheet1 She	et2 / Sheet3 /		1	

Generating an Inspection Summary Report Using ACCESS

Tap on the Start button located on your desktop.
Tap on Programs
Tap on ^{S Microsoft Access} .
Click on the file desired.
OK Cancel OK Dutton.

Click on the Preview button.
Enter the Inspection ID number.
Click on the OK button. The Inspection Summary Report displays.

To print the Inspection Summary Report	Click on the File Menu.
	Click Print and then the K
To close ACCESS	Click File and then Exit.