

INSPECTION CHECKLIST

Virginia Department of Housing and Community Development

Name of Property Owner	Name of Tenant, if applicable	Date of Inspection Request (mm/dd/yyyy)	
Inspector's Name	Date of Last Inspection (mm/dd/yyyy)	Date of This Inspection (mm/dd/yyyy)	
Type of Inspection:	☐ Initial ☐ Special ☐ Re-inspection ☐ Final		
A. GENERAL INFORMATION OF HOUSING UNIT INSPECTED			
Full Address, including street, city, county, state			
Year Constructed		Number of Children Under 6 Who Live or Frequently Visit House	
Name of Contact		Phone Number	
Number of Bedrooms		Number of Sleeping Rooms	
Type of Housing Unit: ☐ Single Family ☐ Duplex or 2 Family ☐ Manufactured Home ☐ Modular Home ☐ Rental ☐ Other:			
Type of Funding: ☐ ARS ☐ ARC ☐ ASHN ☐ CDBG* ☐ IPR-Flex* ☐ LHR ☐ Other			
B. SUMMARY DECISION ON THE UNIT (to be filled out AFTER inspection is completed)			
☐ Pass ☐ Fail ☐ Inconclusive			

- CDBG and IPR-Flex inspectors must also fill out and attach the pre-rehab work write-up checklist or post-rehab completion checklist, as appropriate.

Requirements for Site

Uniform Physical Condition Standards (UPCS) for Housing Rehabilitation

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

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it should	N/A
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches	N/A
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security	N/A
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable	
	Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable	
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding	
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods	
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Flammable Materials -	Flammable materials are improperly stored, causing the potential risk	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Improperly Stored	of fire or explosion	
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation – Insects	Evidence of infestation of insects-including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing	N/A
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage	
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard	
	Ponding-	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe	
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling	
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles	
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk	N/A
	Deteriorated Play Area	More than 20% of the play surface area shows deterioration or the	N/A

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Surface	play surface area could cause tripping or falling and thus poses a safety risk	
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal	N/A
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk	N/A
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended	N/A
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable	
	Cracks/Settlement/Heaving	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard	
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affects traffic ability	N/A

Requirements for Building Exterior

Uniform Physical Condition Standards (UPCS) for Housing Rehabilitation

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

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Exterior Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim	
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware	
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass	
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing	
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should	
	Missing Door	Any exterior door that is missing	
Fire Escapes	*Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting	N/A
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing	N/A
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart	
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Health and Safety	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit	N/A
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	N/A
	Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards – Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation – Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
Exterior Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible	
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible	
	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions	
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration	
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior	
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration	
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials	
Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration	
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard	
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage	
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage	
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness	
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length	
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration	
	*Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks	

Requirements for Building Systems

Uniform Physical Condition Standards (UPCS) for Housing Rehabilitation

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

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed	
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor	
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney	
	Water Supply Inoperable	There is no running water in any area of the building where there should be	
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency	
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident	
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware	
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire	
	Missing Breakers/Fuses	Any open and/or exposed breaker port	
	*Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections	Location:
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there	N/A

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function	N/A
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped	N/A
	*Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required	
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk	
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods	
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard	N/A
	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit	N/A
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	N/A
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing	
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping	
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice	
	*Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases	
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function	
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains	
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing	

Requirements for Common Areas

Uniform Physical Condition Standards (UPCS) for Housing Rehabilitation

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

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Basement/Garage/Carport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area	N/A
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating	N/A
Community Room	Call for Aid - Inoperable	The system does not function as it should	N/A
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long	N/A
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint	N/A
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square	N/A
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food	N/A
Office	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should	N/A
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim	N/A
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware	N/A
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass	N/A
Storage	Doors - Damaged/Missing	Any screen door or storm door that is damaged or is missing screens	N/A

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Screen/Storm/Security Door	or glass--shown by an empty frame or frames or any security door that is not functioning or is missing	
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should	N/A
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space	N/A
	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside	N/A
	Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency	N/A
	Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident	N/A
	Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware	N/A
	Electrical - Frayed Wiring	Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire	N/A
	Electrical - Missing Breakers	Any open and/or exposed breaker port	N/A
	* Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections	N/A
	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types	N/A
	Floors - Floor Covering Damaged	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	N/A
	Floors - Missing Floor/Tiles	More than 5% of the flooring or tile flooring is missing	N/A
	Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface	N/A
	Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches	N/A
	Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square	N/A

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	GFI – Inoperable	The GFI does not function	N/A
	Graffiti	Any graffiti on any exposed surface greater than 6 inches by 6 inches	N/A
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans	N/A
	HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice	N/A
	HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged	N/A
	*HVAC - Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases	N/A
	HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged	N/A
	Lavatory Sink - Damaged/Missing	Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used	N/A
	Lighting - Missing/Damaged/Inoperable Fixture	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function	N/A
	Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing	N/A
	*Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring	N/A
	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers	N/A
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration	N/A
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area	N/A
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air	N/A

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning	N/A
	Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance	N/A
	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose	N/A
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing	N/A
	Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing	N/A
	*Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should	N/A
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken	N/A
	Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable	N/A
	Ventilation/Exhaust System - Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open	N/A
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment	N/A
	Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches	N/A
	Walls - Damaged/Deteriorated Trim	10% or more of the wall trim is damaged	N/A
	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing	N/A
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square	N/A
	Water Closet/Toilet -	Fixture elements--seat, flush handle, cover etc.--are missing or	N/A

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Damaged/Clogged/Missing	damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed	
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	N/A
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness	N/A
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken	N/A
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	N/A
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing	N/A
	* Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks	N/A
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk	N/A
	* Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	N/A
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods	N/A
	* Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	N/A
	* Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	N/A
	* Emergency Fire Exits - Emergency/Fire Exits	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris,	N/A

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Blocked/Unusable	storage, or other conditions block exit	
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	N/A
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion	N/A
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	N/A
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	N/A
	Hazards – Other	Any general defects or hazards that pose risk of bodily injury	N/A
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	N/A
	Hazards – Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk	N/A
	Infestation – Insects	Evidence of infestation of insects-including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	N/A
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	N/A
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence	N/A
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed	N/A

Requirements for Unit

Uniform Physical Condition Standards (UPCS) for Housing Rehabilitation

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

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose	
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing	
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration	
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area	
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing	
	Ventilation/Exhaust System – Absent/Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open	
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed	
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should	N/A
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment	
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long	
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint	
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim	
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware	
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing	
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass	
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should	
	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality	
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency	
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident	
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware	
	Frayed Wiring	Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire	
	GFI - Inoperable	The GFI does not function	
	Missing Breakers/Fuses	Any open and/or exposed breaker port	
	*Missing Covers	A cover is missing, which results in exposed visible electrical connections	
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	
	Missing Flooring Tiles	Any flooring or tile flooring that is missing	
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface	
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches	
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square	
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk	
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods	
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled	
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)	
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion	
	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit	
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign	
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion	
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
		capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris	
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury	
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm	
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk	
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk	
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk	
Hot Water Heater	*Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases	
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly	
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components	
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor	
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice	
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans	
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged	
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases	
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
		noise, or leaks when engaged	
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit	
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating	
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food	
	Dishwasher/Garbage Disposal – Inoperable	The dishwasher or garbage disposal does not operate as it should	N/A
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration	
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area	
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air	
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning	
	Refrigerator- Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance	
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing	
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside	
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room	
Outlets/Switches	Missing	An outlet or switch is missing	
	*Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing	

Inspected Item	Observable Deficiency	Type & Degree of Deficiency that MUST be addressed	Indicate (P)ass, (F)ail, (I)nconclusive or N/A
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area	
Smoke Detector	*Missing/Inoperable	Smoke detector is missing or does not function as it should	
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken	
	Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable	
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment	
	Damaged	Any hole in wall greater than 2 inches by 2 inches	
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged	
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing	
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square	
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane	
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness	
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure	
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken	
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing	
	*Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks	