Oklahoma Housing Finance Agency

National Housing Trust Fund / Minimum Rehab Standards

Please note: Regardless of the standards set forth herein, all housing assisted by Housing Trust Fund monies must meet all applicable State and local codes, ordinances and requirements, as well as such other requirements HUD may establish. In the absence of State or local building codes, the housing must meet the International Existing Building Code or the International Code Council.

For Rental housing, Awardees must produce an estimate, based on age and condition, of the remaining useful life of all major systems, including structural support, roofing, cladding and weatherproofing, plumbing, electrical, and HVAC.

A capital needs assessment (CNA), prepared no longer than 18 months prior to the date of Application, is required for all multi-family Rental Rehabilitation or Acquisition/Rehabilitation Projects of 26 or more units, and for all Applications in conjunction with Affordable Housing Tax Credits, regardless of the number of units. A CNA may be requested by OHFA for smaller Projects if deemed necessary to properly underwrite the Projects. Capital needs assessments performed for the same Project as a requirement of another funding source will be accepted in lieu of a specific CNA for the HTF Application. Capital Needs Assessment (CNA) means a qualified professional's opinion of a property's current physical condition determined after a physical inspection of the interior and exterior of the units and structures. The physical inspection should include an interview with the onsite manager and maintenance personnel. This assessment should identify deferred maintenance, physical needs, remaining useful life, material building code violations that affect the property use, structural and mechanical integrity, and the future physical and financial needs. The assessment must include the cost of labor and materials identified in detail and the extent of future expenditures contemplated to ensure the costs will be addressed through operating and replacement reserves. Components which should be examined and analyzed in this assessment include but are not limited to:

- Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, gas and electric utility lines;
- Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system and drainage;
- Interiors, including unit and common area finishes (carpeting, vinyl or tile flooring, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors; and
- Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, lighting fixtures, fire protection, and elevators.

In all cases, if the remaining useful life of one or more major systems is less than the Period of Affordability, the Awardee must establish and maintain a replacement reserve and make adequate monthly payments thereto, such that there are sufficient funds to repair or replace systems as needed.

For Homebuyer housing, upon completion each of the major systems must have a minimum useful life of five years, or the major systems must be rehabilitated or replaced as a part of the rehabilitation work.
If the housing is occupied at the time of rehabilitation, Awardees must identify any life-threatening deficiencies and must address them immediately before any further work is undertaken. The potential life-threatening deficiencies, pursuant to the Uniform Physical Condition Standards (UPCS), are highlighted in orange on Attachment A, which contains the complete list of inspectable items covered by UPCS.

OHFA will review and approve all written cost estimates and ensure that construction contracts and work performed will meet these Rehabilitation Standards.

OHFA will conduct initial, progress and final inspections to ensure that all work is done in accordance to work write-ups.

I. PURPOSE OF STANDARDS
   A. The National Housing Trust Fund Rehabilitation Standards (known herein as the “HTF Standards”) are designed to outline the requirements for building rehabilitation for all National Housing Trust Fund (HTF) funded multi-family housing projects in the State of Oklahoma. The HTF Standards, though a requirement specifically to the development entity in direct receipt of HTF funding, are written to provide guidance to all relevant members of a project development team.
   B. The goal of the HTF Program is to provide functional, safe, affordable and durable housing that meets the needs of the tenants and communities in which the housing is located. The purpose of the HTF Standards is to ensure that property rehabilitation puts each building in the best possible position to meet this goal over its extended life and that, at a minimum, all health and safety deficiencies are addressed.
   C. If a project is out of compliance with the HTF Standards, the Awardee shall bring to the attention of OHFA Staff the specific portion of the project which does not comply, stating the reasons for non-compliance. OHFA Staff will make a determination as to whether an exception to the HTF Standards shall be granted.
   D. Note: At the time of publication and adoption of the HTF Standards, the adopted codes referenced are believed to be those in force. As standards and codes change and are put into effect by the governing authorities having jurisdiction, the new standards and codes will apply in lieu of those referenced.

II. QUALITY OF WORK
   A. Quality of Work: Awardees and developers shall ensure that all rehabilitation work is completed in a thorough and workmanlike manner in accordance with industry practice and contractually agreed upon plans and specifications as well as subsequent mutually agreed upon change orders during the construction process. Awardees and developers will employ best practice industry standards relating to quality assurance to verify all work completed.
   B. By meeting the various code requirements as a minimum standard, together with the other standards herein or in attendant OHFA policies, each building rehabilitation project is assured to be brought up to an acceptable level of rehabilitation.
   C. Warranties shall be required per the standard construction contracts on all materials, equipment and workmanship.

III. CODE COMPLIANCE
   A. All work shall comply with all applicable Oklahoma State and local codes, ordinances, and zoning requirements.
   B. Please note that the OHFA HTF Awardee must demonstrate compliance with all State and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods such as State inspector certification.
C. The HTF Standards are designed to meet or exceed the Uniform Physical Condition Standards (UPCS) and ensure that upon completion, the HTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See Attachment A for a list of Inspectable Items and Observable Deficiencies, including descriptions of the type and degree of deficiency for each item that any HTF-assisted project must address, at a minimum.

IV. HEALTH AND SAFETY
A. If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See Attachment A for a list of Inspectable Items and Observable Deficiencies, including the identification of life-threatening deficiencies (highlighted in orange) for the property site, building exterior, building systems, common areas, and units.

V. SCOPE OF WORK DETERMINATION
A. In developing scopes of work, Awardees and developers will work with OHFA to ensure that all requirements under the HTF Standards are satisfied and that the proposed scope of work meets the goals of Part I above. OHFA approval of all scopes of work is required in accordance with OHFA standard practices.

VI. EXPECTED USEFUL LIFE
A. In developing scopes of work on housing rehabilitation projects, OHFA HTF Awardees and developers will consider the remaining expected useful life of all building components with regard to building long-term sustainability and performance. Specifically, each building component with a remaining expected useful life of less than the applicable HTF period of affordability (30 years) shall be considered for replacement, repair or otherwise updated. Additionally, new building components with an expected useful life of less than 30 years shall be considered for future replacement.  
B. OHFA Staff will underwrite the proposed project to determine if sufficient replacement reserves will be set aside each month to cover the full cost of any such replacement, repair or update. Whether or not a particular building component has been replaced, repaired or otherwise updated as part of the rehabilitation scope of work, all building components and major systems must demonstrate adequate funding to be viable throughout the 30-year affordability period.

VII. DISASTER MITIGATION
A. To the extent applicable/relevant, the housing must be improved to mitigate the impact of potential disasters (e.g. earthquakes, tornadoes, floods, wildfires) in accordance with State or local codes, ordinances, and requirements, or such other requirements that HUD may establish. The relevant State codes are the International Residential Code of 2009, as amended, for new construction and the International Building Code for rehabilitation.  
B. In addition, construction of the housing must adhere to the Oklahoma Standard Hazard Mitigation Plan adopted in 2014. Awardees of HTF funds should particularly review and adhere to Chapter 3 regarding Risk Assessment and Chapter 4 regarding Mitigation Strategies.
VIII. ENERGY CONSERVATION
A. Equipment, appliances, windows, doors and appurtenances replaced during rehabilitation shall be replaced with Energy Star qualified products.
B. If feasible, attics should be insulated to R38 and walls to a minimum of R11.
C. Replacement heating and/or cooling systems shall be properly sized as evidenced by completion of ACCA/ANSI Manual J® or an equivalent sizing calculation tool.
D. All accessible air ducts shall be tightly sealed.
E. Heating or cooling supply running through unconditioned space should be avoided or rerouted if possible, but when present and accessible, shall be insulated.

IX. ACCESSIBILITY REQUIREMENTS
A. Housing that is rehabilitated with HTF funds must meet all applicable federal and State regulations regarding accessibility for persons with disabilities. The applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.
B. Projects shall comply with other standards as may apply or be required by funding sources (i.e. USDA Rural Development)
C. Projects, if applicable, shall comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8 a. For “substantial” rehabilitation (projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost): i. At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS) ii. In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments. iii. Common spaces must be made accessible to the greatest extent feasible
D. For projects with “less-than-substantial” rehabilitation (anything less than “substantial”), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.

X. REHABILITATION CONSTRUCTION STANDARDS
A. SITE
1. General:
   a. Assure that the site is safe, clean and usable, and designed with details, assemblies and materials to provide ongoing durability without undue future maintenance.
   b. Site design and engineering shall be by a licensed professional civil engineer, or other qualified professional.
   c. Design and systems shall conform to all applicable codes, rules and regulations:
      i. Local and municipal zoning; ii. NFPA Codes as they may apply
2. Sprinkler water service – Underground water service as required for building sprinkler system shall be in accordance with NFPA 24.
3. Drainage – assure that the grading surrounding the building will slope away from the building and drain properly, without ponding or erosion.
4. Sewer connections to municipal sewage systems and on-site sewage disposal:
   a. Existing sewer laterals that are to be reused should be evaluated to assure that they are serviceable and have a remaining useful life of 30 years, or are covered by a plan to repair or replace during the 30-year affordability period.
   b. New systems designed to conform to the State codes and regulations.
5. Water service:
   a. Existing municipal water supplies to buildings shall be evaluated to assure that they are serviceable, of adequate capacity and have a remaining useful life of 30 years, or are covered by a plan to repair or replace during the 30-year affordability period.
   b. Required new systems shall be designed to conform to State codes and regulations.
6. Vehicular access to public way – site design shall conform to local zoning and regulations, as well as be sensible in its layout to maximize vehicular and pedestrian safety.

7. On-site Parking – parking shall be adequate for project type, meet local codes, and be designed to drain well, with a durable appropriate surface material. Handicapped parking shall be provided as required.

8. Pedestrian access and hardscape – In general, paved walkways within the site will be designed to provide sensible pedestrian access from the public way into the site, from parking areas, and provide access to buildings. All walkways should generally conform to applicable codes for width and slopes, and fall protection. Site stairs shall be safe and sound, constructed of durable materials, with proper rise and run, and with code approved railings as required. Accessible routes into buildings shall be provided as required by code.

9. Site amenities – site amenities may be provided which enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills, and fencing, etc.

10. Mailboxes - Provision will be made for USPS-approved cluster mailbox units if required by the USPS.

11. Landscaping – lawns, ground cover, planting beds, perennial plants, shrubs and trees may be provided to enhance the livability, and to provide a positive aesthetic sense. a. Planting choices specified should be low maintenance, non-invasive species, of an appropriate size and scale and located, when adjacent to building structures, with regard to their size at maturity.

12. Solid waste collection & storage – if necessary, provision shall be made for the outdoor storage and collection of solid waste and recycling materials in receptacles (dumpsters, wheeled trash cans, totes). Enclosures may be provided and should be accessible as required by code.

13. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning.

14. Fuel Storage – On site outdoor placement and storage of fuels per applicable regulations and utility requirements.

15. Underground or overhead utilities – as regulated by code and utility rules.

B. FOUNDATIONS

1. Existing foundations shall be examined by a qualified professional.
   a. Foundations to be adequately sized, free of broken components or deterioration which may compromise the load bearing structural integrity.
   b. Design and implement structural reinforcements or reconstruction as necessary.

2. Above-grade masonry unit block or brick shall be reasonably stable, plumb and sound with no missing units or voids.

3. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly.

4. New below-grade structures to conform to Chapter 18 of IBC as appropriate.

C. MASONRY COMPONENTS

1. Buildings with masonry bearing walls shall be examined for their structural integrity. Existing masonry building components shall be examined to assure sound condition, and repaired as necessary to provide the load-bearing capacity, resistance to water penetration, and aesthetic quality to assure the assemblies will perform for the purpose intended. a. Masonry shall be plumb, and structurally sound.

2. Repair or replace deteriorated portions or missing units. a. Brick veneer shall be sound, or repaired to be sound.

3. Masonry mortar joints shall be sound, and free of loose or deteriorated mortar, with no voids. a. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly, and prevent water intrusion.
4. Historic masonry designated to remain shall be restored to sound serviceable condition, and in accordance with Section 106 of National Historic Preservation Act. a. Where masonry is considered historic, repairs will be carried out utilizing the Secretary of the Interior’s “Standards of Rehabilitation” and related NPS Preservation Briefs for “Repointing Mortar Joints on Historic Masonry Buildings”

5. Chimneys
   a. Assure structural integrity, reconstruct, and point as necessary
   b. If used for fuel heating appliances – provide lining as may be required by code and as prescribed by the heating appliance manufacturer.

D. STRUCTURE
   1. A qualified professional shall examine each building’s load-bearing structure, and assess its existing condition to determine suitability of continued use.
   2. In general, structure evaluation and design shall be in conformance with IBC, Chapter 16.
      a. In most residential rehab projects where there is no change in use, it is not expected that the structure will be brought up to new construction standards.
      b. Consideration shall be given if there are any proposed changes in use which would impact the historical loading.
   3. Deficiencies identified shall be addressed and repairs designed and specified as necessary to correct such conditions:
      a. Repairs shall be made to any deteriorated load-bearing structural elements.
      b. Reinforce, install supplemental or replace structural members determined not to be adequate for use.

E. ENCLOSURE - SHELL
   1. Roofing
      a. Existing:
         i. Examine existing roofing and flashing systems to determine suitability for continued use. Continued life expectancy of existing roofing should be a minimum of 30 years, or covered by a plan to repair or replace during 30-year affordability period.
         ii. Repair existing roofing as required.
         iii. Existing historical slate roofs shall be repaired in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements if applicable.
      b. New Roofing
         i. New roofing shall be installed where existing roofing does not meet requirements for continued use.
         ii. New roofing system components shall be compatible, and include - the nail base, the underlayment layer, ice & water shield self-adhesive membrane flashings, metal flashings and roofing.
            • Strip existing roofing and dispose of properly.
            • Examine exposed existing substrate for structural soundness
            • Install new roofing system per code and per NCRA trade practices, and manufacturer specifications
            • Flashings – deteriorated flashings shall be replaced, and the weather proof integrity of the roof system shall be assured.
      c. Ventilation
         i. Roof assemblies shall be properly ventilated in accordance with applicable code requirements, and appropriate building science detailing.
   2. Exterior Finishes
a. Cladding
   i. Wood Siding –
      • Examine existing siding for soundness – shall be free of major cracks, rot, and other deterioration which may compromise its useful life and be suitable to hold exterior paint.
      • Siding shall be free of gaps and holes and provide continuous weatherproof system.
      • Repair or re-side as necessary to provide a weather resistant enclosure.
      • Replace existing wood siding on historic buildings as necessary in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
   ii. Masonry
      • Masonry bearing walls and veneers shall be restored as necessary. All work on historic masonry shall be done in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
   iii. Other existing cladding system types and materials shall be repaired and/or restored in-kind with matching or similar materials to provide a durable weather resistant enclosure.

3. Trim – Exterior trim and architectural woodwork.
   a. Existing wood trim:
      i. Existing trim to remain must be sound, free of defects and deterioration which compromises its use.
      ii. Repair and restore trim to usable condition. Patch or replace in kind any deteriorated wood trim components.
      iii. Repair of historic woodwork and trims shall be in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
   b. New wood trim shall be installed in a workmanlike manner. Reference may be made to Architectural Woodwork Institute (AWI) standards.
   c. Other trim materials which are suitable may be used as appropriate and shall be installed per manufacturer’s recommendations.
   d. Trim which is part of the weather tight enclosure shall be flashed or caulked with joint sealers as necessary to prevent water intrusion.

4. Paint
   a. In general, all existing exterior wood surfaces shall receive new paint coatings, except as appropriate due to the recent application of paint and/or the sound condition of existing coatings.
   b. Examine surfaces and apply paint only to sound acceptable materials / surfaces.
      i. Prepare surfaces properly, removing loose or peeling previous paint.
      ii. Paint prep shall be done in accordance with applicable lead safe standards.
   c. Before painting, assure that any moisture issues which may compromise the life expectancy of the paint system are remedied.
   d. Exterior paint systems shall be compatible, and installed in accordance with manufacturers’ specifications.

5. Porches, decks and steps
   i. Existing porches, decks, steps and railings proposed to remain shall be examined and repaired as necessary. Repair and reconstruction shall be carried out to assure that they will have a continued useful life of 30 years, or covered by a plan to repair or reconstruct during the 30-year affordability period.
   ii. Inspect structure for soundness and reconstruct any deteriorated members as required.
   iii. Install new support piers as may be required.
iv. Patch existing decking with matching materials, or install new durable decking.

b. Railings
   i. shall be sound and adequately fastened to meet code requirements for structural loading. Repair or replace in-kind as appropriate.
   ii. Shall meet code requirements for height of protective guards, or have supplemental guards installed.

c. Steps shall be safe and sound and meet applicable codes, with railings as necessary.

d. Historic porches designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
e. All porch elements shall be able to withstand the weather elements to prevent premature deterioration.

F. ACOUSTICAL TREATMENTS
   1. Dwelling units separated acoustically using Chapter 1207 of IBC as a guideline minimum standard.

G. DOORS
   1. General
      a. Doors to meet code requirements of NFPA 101, Chapters 7.2, 8.3, 30.3.6.2 & 30.2.2.2
      b. Meet egress requirements for dimensions, swing and clearances, and be accessibility compliant as required.
      c. Be sound and secure.
      d. New doors shall be installed per manufacturers’ recommendations and standard trade practice standards.
      e. Flash properly, and have shim spaces insulated.
      f. Existing doors to remain should be examined and determined to be suitable for reuse with a remaining life after restoration of 30 years, or covered by a plan to repair or replace during the 30-year affordability period.
         i. Restore as required to provide useful life.
         ii. Shall be tested and modified as necessary to operate properly.
         iii. Install new weather stripping and sweeps to provide seal against weather elements and air infiltration.
         iv. Historic doors designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
   2. Unit doors
      a. Unit entry doors shall be fire rated as required.
   3. Other doors – Access doors shall meet code requirements for fire rating.
   4. Door hardware shall operate properly, be secure and shall meet accessibility standards and NFPA 101, Chapters 7.2, 8.3, 30.3.6.2 & 30.2.2.2.

H. WINDOWS
   1. Windows shall be of legal egress size when required by code a. In townhouse units, existing windows which are non-conforming egress size shall be reviewed for code compliance.
   2. Existing windows:
      a. Existing windows to remain should be examined and determined to be suitable for reuse with a reasonable remaining life after restoration of 30 years without undue future maintenance, or covered by a plan to maintain or replace during the 30-year affordability period.
b. Capable of providing adequate seal against air infiltration, weather elements, and be determined to be appropriately energy efficient in keeping with the overall energy efficiency strategy of the project.
c. Install new weather stripping to provide seal against weather elements and air infiltration.
d. Air seal shim spaces and window weight pockets if possible.
e. Restore and modify as required to provide useful life.
f. Shall be tested and modified as necessary to operate smoothly and properly per code.
g. Historic windows designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
h. Hardware shall be intact and operational, or be replaced with new hardware as required

3. New Windows:
   a. where existing windows do not meet the standards for egress, condition, and/or energy efficiency deemed appropriate to the project, they shall be replaced by new windows.
   b. New windows shall be code compliant. Developers are encouraged to consider upgrading to Tier II level by providing R-5 windows.
   c. Additionally, new window units should be tested assemblies meeting ASTM standards for water penetration & air leakage.
   d. All windows shall be installed per manufacturer’s installation guidelines and specifications, and shall incorporate appropriate detail, flashings, joint sealers, and air sealing techniques.

I. INTERIOR FINISHES
   1. In general, all interior finishes will be new and installed per manufacturer’s recommendations and the standards of quality construction per trade practices and associations related to the particular product or trade.
   2. Per chapter 10 of NFPA 101 (Reference also Chapter 8 of the IBC).
   3. Walls & ceilings
      a. Where existing finishes are proposed to remain, they will be determined to meet the standard of being sound, durable, lead-safe, and have a remaining useful life of no less than 30 years, or covered by a plan to repair or replace during the 30-year affordability period.
   4. Flooring
      a. Existing wood flooring in good condition should be repaired, sanded and refinished.
      b. All new flooring materials (resilient flooring, wood flooring, laminate flooring, carpet, and/or ceramic tile) shall be installed over suitable substrates per manufacturer’s specs and the trade association practices.
   5. Trim - Wood trim and architectural woodwork
      a. Existing trim shall be repaired and restored to usable condition, free of deterioration which compromises its use. Repair of historic woodwork & trims shall be in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
      b. New wood trim shall be installed in a workmanlike manner. Reference may be made to AWI standards.
   6. Paint - In general, all interior ceiling, wall, and trim surfaces shall receive renewed coatings of paint (or other clear/stain) finishes. Painting shall be done in a workmanlike manner, and in accordance with the manufacturer’s recommendations. All painting including preparation of existing surfaces shall be done in a lead-safe manner (See Section X. N).

J. SPECIALTIES
   1. Toilet accessories – each bath will have appropriate accessories such as towel bars, robe hooks, bath tissue holders, etc., installed and securely fastened in place. Accessories shall be located per accessibility requirements where necessary.
2. Medicine cabinets and mirrors – install in each unit bath as appropriate.
3. Signage and identification – building signage shall be provided as appropriate: a. Including building address 911 #'s, units’ identification, building directory, exits, stairways, common and utility spaces, etc. shall be in conformance with NFPA 101 Life Safety Code, and be accessibility compliant and 911 approved.
4. Exit signage will be provided as required by code and be accessibility compliant as required.
5. Fire protection specialties – provide fire extinguishers in buildings, and in units as required by code and/or by State or local fire authorities. Locate as directed by authorities.
6. Shelving – provide durable, cleanable shelving for pantries, linen closets, clothes closets and other storage as appropriate, securely fastened in place.

K. EQUIPMENT
1. All new equipment to be ENERGY STAR® rated.
2. Existing equipment to be retained and continued to be used shall be in serviceable condition with an expected useful life of 30 years, or covered by a plan to replace during the 30-year affordability period.
3. Kitchen appliances – a. provide new stove and refrigerator in each unit. b. Existing appliances to be reused shall be in good and serviceable condition. c. Provide other appliances (such as microwaves) as may be appropriate to the project. d. All appliances in accessible unit units shall be accessibility compliant, and located in an arrangement providing required clear floor spaces.
4. Laundries – where adequate space is available and when appropriate to meet the project goals, washers and dryers may be provided in laundry rooms or in units. a. Heat pump dryers are encouraged where appropriate and readily available. b. Where a project is served by natural gas, consideration of the use of natural gas dryers is encouraged. In projects not served by natural gas, propane fired dryers should be considered for cost of operation reasons where feasible and appropriate.
5. Solid waste handling – Provide trash and recycling receptacles as appropriate to enable the tenants and property management staff to handle and store solid waste.
6. Playground equipment – Provide safe, code-approved new playground equipment if a playground is appropriate to the project.

L. FURNISHINGS - CASEWORK
1. Kitchen cabinetry and counters
   a. Existing cabinetry and/or countertops proposed to remain shall be in good condition with a remaining useful life of 30 years, or covered by a plan to restore or replace during the 30-year affordability period.
   b. New cabinetry
      i. shall be of good quality, meeting ANSI/KCMA A161.1-2012 “Performance & Construction Standards for Kitchen Cabinetry and Bath Vanities” standards.
      Other industry standards for cabinetry may be used as guidelines, such as the Kitchen Cabinet Manufacturer’s Association (KCMA) “Severe Use Specification – 2014,” the Architectural Woodwork Institute’s (AWI) Woodwork Standards and Cabinet Fabrication Handbook.
      ii. New counters shall be provided with a cleanable sanitary surface material impervious to water such as high pressure laminate (HPL).
         • Shop fabricated as one piece assembly where possible. Seal field joints.
         • Installed level and securely fastened to cabinetry
2. Bath cabinetry and counters – vanity lavatory tops, when used, should be one piece integral bowl with integral backsplash.
M. ASBESTOS REMOVAL
1. Project will be assessed for the existence of asbestos-containing building materials by qualified professionals:
   i. National Emission Standards for Hazardous Air Pollutants (NESHAP) apply.
   ii. Removal of asbestos shall be carried out per Federal EPA and State regulations and rules.

N. LEAD-BASED PAINT
As required under 24 CFR Part 35, the Final HUD Regulation on Lead-Based Paint Hazards in Federally Owned Housing and Housing Receiving Federal Assistance, all assisted dwelling units constructed before January 1, 1978, will be evaluated for lead-based paint hazards or presumed to have lead-based paint present throughout the unit when paint is disturbed.
1. Evaluation will be done by a qualified, certified or licensed person as required under the regulation.
2. All lead-based paint hazards will be identified and reduced or eliminated through paint stabilization, interim controls or abatement with work being done by supervised, trained, qualified, certified or licensed persons as required under the regulation.
3. Safe work practices will be followed at all times.
4. Occupants shall be protected or temporarily relocated as required by the regulation. With some exceptions, as listed at 24 CFR 35.1345, occupants shall be temporarily relocated before and during hazard reduction activities to a suitable, decent, safe and similarly accessible dwelling unit that does not have lead hazards.
5. The dwelling unit and worksite shall be secured. The worksite shall be prepared and warning signs shall be posted as required by the regulation.
6. Clearance examinations will be performed by qualified personnel and final clearance shall be cleared by DEQ certified personnel.

O. CONVEYANCE SYSTEMS
1. Elevators may be installed when appropriate and possible, when such elevator is part of the project’s program goals, or as required by code, as follows:
   a. Installed per code NFPA 101, Chapter 9.4
   b. ASME 17.1 Safety Code for Elevators - 2013
2. Existing elevators and lifts may be retained if they are appropriate to the use of the building and in serviceable condition with an expected useful life of 30 years, or covered by a plan to maintain or replace during the 30-year affordability period, and approved by agencies having jurisdiction.

P. MECHANICAL
1. General:
   a. all mechanical systems shall be designed by a mechanical engineer or other qualified professional.
   b. All mechanical systems shall meet all applicable codes.
2. Fire protection
   a. In general, all buildings assisted with HTF funds shall have fire suppression as required by applicable codes with approved sprinkler systems installed as required by NFPA 101 and NFPA 1:
      i. System design to conform to applicable NFPA standard 13 or 13R.
      ii. System installed by State approved persons.
      iii. Underground water services for sprinkler system shall meet NFPA 24
      iv. Provide fire pumps, standpipes, and fire department connection as required per NFPA 13, 14 & 25.
b. Where possible, piping for the sprinkler system shall be concealed.

3. Plumbing
   a. Where existing components of a system are to be reused, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by a plan to repair or replace during the 30-year affordability period. Substandard or critical non-code compliant components shall be replaced.
   b. Use water-saving shower heads and faucet aerators.
   c. All fixtures, piping fittings and equipment shall be lead-free.
   d. Kitchen fixtures – When existing kitchen fixtures are not reused in accordance with a. above, new sinks and faucets, and associated plumbing shall be installed in each unit.
   e. Bath fixtures – When existing bath fixtures are not reused in accordance with a. above, new toilets, tubs and tub surrounds, lavatory sinks, and faucets shall be installed in each unit.
      i. Three and four-bedroom units are encouraged to be designed to include 1½ baths minimum where adequate space is available.
   f. Provision for laundry rooms or laundry hook-ups may be made per project’s program requirements.
   g. Provision for other utility plumbing for janitor sinks, floor drains, outdoor faucets, drains for dehumidification systems, etc., may be made as desired or required.

4. Heating
   a. System design:
      a. where existing components of a system are proposed to be reused, they will be examined and determined to be in good and serviceable condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by a plan to repair or replace during the 30-year affordability period.
      b. Temperature control - The temperature in each unit shall be individually thermostatically controlled.
      c. Provide adequate heat in common spaces.
      d. Install pipe insulation with minimum 1.5” wall thickness.

5. Ventilation
   a. Code-compliant indoor air quality will be addressed by the installation of either exhaust only or balanced (heat recovery) ventilation systems as required by:
      i. Fire protection of system ducts per NFPA 101, Chapter 9.2
   b. Balanced mechanical ventilation systems are encouraged.
   c. Ventilation controls shall be per applicable codes

6. Domestic Hot Water:
   a. System shall be designed as required for efficiency.
   b. Install pipe insulation per code.

Q. ELECTRICAL
   1. Project electrical design should be done by a licensed electrical engineer, or other qualified professional.
   2. Project electrical must be installed by a licensed electrician
   3. Design shall comply with all the applicable codes:
a. Oklahoma State and local fire codes.
   ii. NFPA 70, National Electrical Code, 2011 Edition
   iii. NFPA 72, National Fire Alarm and Signaling Code
   iv. NFPA 20, Standard for the Installation of Stationary Pumps for Fire Protect

4. In general, the electrical system should be new throughout a building:
   a. Where existing service entrances, disconnects, meters, distribution wiring, panels, and
devices are proposed to remain, they will be examined and determined to be in good
condition, code compliant and have a remaining useful life of a minimum of 30 years, or
covered by a plan to repair or replace during the 30-year affordability period. The
designer, in concert with the State electrical inspector, shall examine the system and
equipment. Existing components of the electrical system may be reused as appropriate.
Substandard or critical non-code compliant components shall be replaced.

5. Utility connections shall be installed per the rules and regulations of the electrical utility.

6. Electrical service and metering: a. the service entrance size shall be calculated to handle the
   proposed electrical loads. b. Metering and disconnects shall be per code and mounted at approved
   locations.

7. Elevator wiring shall conform to the ANSI 17.1 as modified by State or local codes.

8. Electrical distribution system:
   a. Lighting and receptacle circuits shall be designed per code.
   b. Locations and layout of devices and lighting to be logical and accessibility compliant
      where required.
   c. Provision shall be made for the wiring of dedicated equipment circuits and connections
      for heating, ventilation equipment/exhaust fans, pumps, appliances, etc.

9. Artificial Lighting shall be provided using IBC 1205 as a minimum guideline. Developers are
   encouraged to upgrade to Energy Star® Category.

10. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian
    walkways, and will conform to local zoning.

11. Emergency and exit lighting/illuminated signage shall be per the NFPA 101, Life Safety
    Code.
Attachment A: Uniform Physical Condition Standards for Housing Rehabilitation

NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately; if the housing is occupied.

Requirements for Site

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Observable Deficiency</th>
<th>Type and Degree of Deficiency that must be addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fencing and Gates</td>
<td>Damaged/Falling/Leaning</td>
<td>Various</td>
</tr>
<tr>
<td></td>
<td>Drive in fence is missing or damaged to the point it does not function as it should</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Missing</td>
<td>An exterior fence, security fence or gate is missing in a section which could threaten safety or security</td>
</tr>
<tr>
<td>Inasmuch</td>
<td>Crossing/Quinting/Vegetation</td>
<td>Runoff has extensively displaced roads which has caused undue damage or potential failure to adjoining structures or threatened the safety of pedestrians or property owners or creates the growth unused space</td>
</tr>
<tr>
<td></td>
<td>Damaged/Obstructed</td>
<td>Impermeable materials are improperly stored, creating the potential risk of fire or explosion</td>
</tr>
<tr>
<td></td>
<td>Play Areas and Equipment</td>
<td>More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk</td>
</tr>
<tr>
<td></td>
<td>Damaged/Surface (Holes/Paint/Rusting/Glass)</td>
<td>Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lot/drainage area and/or causes a safety hazard</td>
</tr>
<tr>
<td></td>
<td>Play Areas/Equipment</td>
<td>3 inches or more of water has accumulated making 5% or more of a parking lot/drainage unusable or unsafe</td>
</tr>
<tr>
<td></td>
<td>Deteriorated/Exposed Equipment</td>
<td>More than 50% of the property's parking lot/drainage unusable or unsafe</td>
</tr>
<tr>
<td></td>
<td>Damaged/Obstructed</td>
<td>Methods or loose material that have made a parking lot/drainage unusable for vehicles or pedestrians or could cause tripping or falling</td>
</tr>
<tr>
<td></td>
<td>Damaged/Falling/Leaning</td>
<td>A retaining wall is damaged and does not function as it should or it is a safety risk</td>
</tr>
<tr>
<td></td>
<td>Storm Drainage</td>
<td>The system is partially or fully blocked by a large quantity of debris or causing drainage into adjacent areas or runoffs into areas where runoff is not intended</td>
</tr>
<tr>
<td></td>
<td>Walkways/Steps</td>
<td>The hand rail is missing, damaged, loose or otherwise unsuitable</td>
</tr>
<tr>
<td></td>
<td>Grading/Inadequate/Unsanitary</td>
<td>Cracks, ringing, settling 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</td>
</tr>
<tr>
<td></td>
<td>Spalled/Exposed/rebar</td>
<td>More than 5% of walkways have large areas of spalling—larger than 6 inches by 6 inches—thereby affecting traffic ability</td>
</tr>
</tbody>
</table>

Requirements for Building Exterior

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>Observable Deficiency</th>
<th>Type and Degree of Deficiency that must be addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors</td>
<td>Damaged/Falling/Leaning</td>
<td>Various</td>
</tr>
<tr>
<td></td>
<td>New doors or frames/trim/panels over 7 ft. high</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Damaged/Hardward/locks</td>
<td>Any door that is not functioning or cannot be locked because of damage to the frame, threshold, trim or iron</td>
</tr>
<tr>
<td></td>
<td>Damaged/missing/trim/panels/privacy/Glass</td>
<td>Any door that has a hole or brass greater than 2 inch in diameter, significant peeling/marring, no paint or rust that affects the integrity of the door surface, or brass/trimming glass</td>
</tr>
<tr>
<td></td>
<td>Damaged/deteriorated/Exposed/Caulking/Seals</td>
<td>Any screen door that is damaged or missing screens or glass—shown by an empty frame or frames or any security door that is not functioning or is missing</td>
</tr>
<tr>
<td></td>
<td>Missing Door</td>
<td>Any exterior door that is missing</td>
</tr>
<tr>
<td>Fire Escapes</td>
<td>Missing Components</td>
<td>Missing doorknob or any door that is missing</td>
</tr>
<tr>
<td></td>
<td>Stairways/Exits/Exits/Outside</td>
<td>Any of the functional components that affect the function of the fire escape—such as a section of a stair or railing, for example—are missing</td>
</tr>
<tr>
<td>Foundations</td>
<td>Damaged/Exposed/rebar</td>
<td>Large cracks in foundation more than 2/8 inches wide by 2 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or roof</td>
</tr>
<tr>
<td></td>
<td>Significant surface affecting more than 10% of a foundation wall or any exposed reinforcing material—rebar or other</td>
<td></td>
</tr>
<tr>
<td>Health and Safety</td>
<td>Electrical Hazards—Exposed Wires/Open Panels</td>
<td>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</td>
</tr>
</tbody>
</table>
Electrical Hazards - Water Leaks on/ near Electrical Equipment
Any water leaking, puddling or draining on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion

Emergency Fire Exits - Emergency Fire Exits Blocked/Visible
Exit signs that identify all emergency exits are missing or there is no illumination in the area of the sign

Flammable/Combustible Materials - Improperly Stored
Flammable materials are improperly stored, creating 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 tipping or storage 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 pruning of human skin or other bodily harm

Health & Safety - Tripping
Any physical defect in walkways or other travelled areas that pose a tripping risk

Information - Missing
Evidence of operation of fans blowing moisture and/or heat throughout a unit or room, food preparation or storage area or other area of building substantial enough to prevent a health and safety risk

Information - Rate/May/Verify
Evidence of rats or mice—sightings, rat or mouse holes, or droppings substantial enough to prevent a health and safety risk

Lighting
Broken/ Frustration/Bulbs
10% or more of the lighting fixtures and bulbs surveyed are broken or missing

Booths
Damaged Soffits/Fascia
Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible

Damaged Hinges
Doors are missing or so damaged that further roof damage is possible

Damaged/Chipped Drains
The drain is damaged or partially chipped with the drain and/or drain cover

Damaged/Torn Membrane/Missing Ballast
Ballast has chipped 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 Downspouts/Gutter
Gutter system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior

Missing/Damaged - Straps
Roofing straps are missing or damaged enough to create a risk of water penetration

Founding
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 present a possible sign of serious structural problem or opportunity for water penetration

Damaged Exterior
Part of all of the chemistry has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to prevent a sign of chimney failure or there is no risk of failing pavers that could create

Missing/Damaged - Caulking/Mortar
Any exterior wall cracking or sealing determination that presents a risk of water penetration or structural damage

Missing Pieces/Holes/Spalling
Any exterior wall determination or hole of any size that present a risk of water penetration or risk of structural damage

Stained/Feeding/Needle Paint
More than 50% of the exterior paint is peeling or paint is missing and existing surface is exposed thereby exposing sealing to water penetration and deterioration

Windows
Broken/Missing/Cracked Panes
Any missing pieces of glass or cracked pieces 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/Unlevel/Tilt
Sills, frames, lintels, or trim are missing or damaged, exposing the sides of the surrounding walls and comprised weather tightness

Damaged Glass/Screen
Missing screens or screens with holes greater than 1/2 by 1/2 inch orscreen greater than 4" inches in length

Missing/Disintegrated - Caulking/Seals/Caulking Composed
There is missing or deteriorated caulk or seal— surface evidence of leaks or damage to the window or surrounding structure

Framing/Needs Paint
More than 20% of the exterior window pane is missing 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

Repeatability

Repeatability - Deficiency
Leak (Broken/ missing caulk)
Leak is observed in a joint of an extensible piece of mortar, or a joint of two extensible pieces of mortar

Leak in an extensible piece of mortar
The extensible piece of mortar is missing or it has shifted in place

Leak in a non-extensible piece of mortar
The non-extensible piece of mortar is missing or it has shifted in place

Leak in a piece of mortar that is not extensible but may be non-extensible
The piece of mortar is missing or it has shifted in place

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 or deterioration 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 frayed, abrasion, or fraying of the insulation that exposes any conducting wire

Missing/Breakers/Fuses
Any open and/or exposed breaker panel

Missing Ground Joints
A cover is missing, which results in exposed visible electrical connections

Elevators
Non-Operable
The elevator does not function at all or the elevator doors open when the cab is not there

Emergency Power
Auxiliary lighting Inoperative (if applicable)
Auxiliary lighting does not function

Fire Protection
Missing Sprinkler Heads
Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped

Missing/Disintegrated - Extinguisher
There is missing, damaged or expired fire extinguisher in or near the area of the building where a fire extinguisher is required

Health & Safety
Air Quality - Mild 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 ingested

Air Quality - Smoke Detected
Smoke odors that could pose a health risk if inhaled for prolonged periods

Repeatability - Deficiency
Leak (Broken/missing caulk)
Leak is observed in a joint of an extensible piece of mortar, or a joint of two extensible pieces of mortar

Leak in an extensible piece of mortar
The extensible piece of mortar is missing or it has shifted in place

Leak in a non-extensible piece of mortar
The non-extensible piece of mortar is missing or it has shifted in place

Leak in a piece of mortar that is not extensible but may be non-extensible
The piece of mortar is missing or it has shifted in place

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 or deterioration 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 frayed, abrasion, or fraying of the insulation that exposes any conducting wire

Missing/Breakers/Fuses
Any open and/or exposed breaker panel

Missing Ground Joints
A cover is missing, which results in exposed visible electrical connections

Elevators
Non-Operable
The elevator does not function at all or the elevator doors open when the cab is not there

Emergency Power
Auxiliary lighting Inoperative (if applicable)
Auxiliary lighting does not function

Fire Protection
Missing Sprinkler Heads
Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped

Missing/Disintegrated - Extinguisher
There is missing, damaged or expired fire extinguisher in or near the area of the building where a fire extinguisher is required

Health & Safety
Air Quality - Mild 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 ingested

Air Quality - Smoke Detected
Smoke odors that could pose a health risk if inhaled for prolonged periods

Repeatability

Repeatability - Deficiency
Leak (Broken/missing caulk)
Leak is observed in a joint of an extensible piece of mortar, or a joint of two extensible pieces of mortar

Leak in an extensible piece of mortar
The extensible piece of mortar is missing or it has shifted in place

Leak in a non-extensible piece of mortar
The non-extensible piece of mortar is missing or it has shifted in place

Leak in a piece of mortar that is not extensible but may be non-extensible
The piece of mortar is missing or it has shifted in place

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 or deterioration 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 frayed, abrasion, or fraying of the insulation that exposes any conducting wire

Missing/Breakers/Fuses
Any open and/or exposed breaker panel

Missing Ground Joints
A cover is missing, which results in exposed visible electrical connections

Elevators
Non-Operable
The elevator does not function at all or the elevator doors open when the cab is not there

Emergency Power
Auxiliary lighting Inoperative (if applicable)
Auxiliary lighting does not function

Fire Protection
Missing Sprinkler Heads
Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped

Missing/Disintegrated - Extinguisher
There is missing, damaged or expired fire extinguisher in or near the area of the building where a fire extinguisher is required

Health & Safety
Air Quality - Mild 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 ingested

Air Quality - Smoke Detected
Smoke odors that could pose a health risk if inhaled for prolonged periods
### Observations by Area

#### Common Areas

| Observaton | Requirement
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical Hazards - Exposed Wires/Open Panels</strong></td>
<td>Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)</td>
</tr>
<tr>
<td><strong>Electrical Hazards - Water Leaks/Leaky Electrical Equipment</strong></td>
<td>Any water running, puddling or pooling on or immediately adjacent to any electrical equipment that could pose a risk of fire, electrocution or explosion</td>
</tr>
<tr>
<td><strong>Elevator - Tripping</strong></td>
<td>An elevator is malfunctioned with the floor by more than ¼ of an inch. The elevator does not stop as it should, which causes the elevator to get stuck</td>
</tr>
<tr>
<td><strong>Emergency Exit - Emergency Exit Rodded/Clogged</strong></td>
<td>The exit cannot be used or is limited because a door or window is blocked, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit</td>
</tr>
<tr>
<td><strong>Emergency Exit - Emergency Exit Signs</strong></td>
<td>Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign</td>
</tr>
<tr>
<td><strong>Flammable Materials - Improperly Stored</strong></td>
<td>Flammable materials are improperly stored, causing the potential risk of fire or explosion</td>
</tr>
<tr>
<td><strong>Garbage and Debris - Indoors</strong></td>
<td>Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storage or garbage or debris</td>
</tr>
<tr>
<td><strong>Hazard - Other</strong></td>
<td>Any general defects or hazards that pose risk of bodily injury</td>
</tr>
<tr>
<td><strong>Hazard - Sharp Edges</strong></td>
<td>Any physical defect that could cause cutting or tearing of human skin or other bodily harm</td>
</tr>
<tr>
<td><strong>Hazard - Tripping Hazards</strong></td>
<td>Any physical defect in walkways or other traveled area that poses a tripping risk</td>
</tr>
<tr>
<td><strong>Infection - Insects</strong></td>
<td>Evidence of infestation of insects including roaches and ants throughout a unit or room, food preparation or storage areas or other areas of building substantial enough to prevent a health and safety risk</td>
</tr>
<tr>
<td><strong>Infection - Rats/Mice/Vermin</strong></td>
<td>Evidence of rats or mice—flagging, rat or mouse holes, or droppings substantial enough to prevent a health and safety risk</td>
</tr>
<tr>
<td><strong>Insul/Pump leaks</strong></td>
<td>Evidence of water or cream leaking in piping or piping leaking</td>
</tr>
<tr>
<td><strong>Fuel Supply Leaks</strong></td>
<td>Evidence of any amount of fuel leaking from the supply tank or piping</td>
</tr>
<tr>
<td><strong>General - Rusted Corrosion</strong></td>
<td>Significant formations of metal oxides, significant flaking, dislocation, or the development of a noticeable pit or crevice</td>
</tr>
<tr>
<td><strong>Mechanical/Exhaust/Intake System</strong></td>
<td>A misalignment of an exhaust system on a combustion fuel (oil, gas, propane, wood pellets etc.) that causes improper/dangerous venting of gases</td>
</tr>
<tr>
<td><strong>Roof Exhaust System</strong></td>
<td>The roof exhaust stack does not function</td>
</tr>
<tr>
<td><strong>Sanitary System</strong></td>
<td>Evidence of active leaks in and around the system components or evidence of standing water, puddles or ponding—a sign of leaks or clogged drains</td>
</tr>
<tr>
<td><strong>Missing Doors/Draughts/ManHole Covers</strong></td>
<td>A protective cover is missing</td>
</tr>
</tbody>
</table>

---

#### Requirements for Common Areas

| Inspectable Item | Observational Deficiency
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basement/Garage/Carport</strong></td>
<td>Any damaged or missing balusters or side rails that limit the safe use of an area</td>
</tr>
<tr>
<td><strong>Client/Occupancy/Mechanics</strong></td>
<td>Cabinets - Missing/Sealed, 10% or more of cabinet door, sties or shelves are missing in the immediate area being examined</td>
</tr>
<tr>
<td><strong>Community Room</strong></td>
<td>The system does not function as it should</td>
</tr>
<tr>
<td><strong>Falls/C戈rriers/Stairs</strong></td>
<td>Hall - Railing/Missing/Locking/Panels/Grab Bars Any rails in a bathroom, 50% or more of grab bar is not in a bathroom or closet</td>
</tr>
<tr>
<td><strong>Faucet/Faucet</strong></td>
<td>Leaking - Fixtures/Pipes More than 50% of leaks being noticed and it is not due to missing parts or missing parts</td>
</tr>
<tr>
<td><strong>Laundry Room</strong></td>
<td>Leaking - Water Stains/Water Damage/Mold/Mildew Evidence of a leak, mold, mildew—such as a darkened area—over a ceiling area greater than 1 foot square</td>
</tr>
<tr>
<td><strong>Lobby</strong></td>
<td>Countertops - Missing/Damaged 10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate—must a sanitary surface to prepare food</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td>Dishwasher/Garbage Disposal - Inoperative The dishwasher or garbage disposal does not operate as it should</td>
</tr>
<tr>
<td><strong>Office/Other Community Spaces</strong></td>
<td>Doors - Damaged (frames/trim/doors/panels/trim Any door that is not functioning or cannot be closed because of damage to the frame, threshold, trim or trim</td>
</tr>
<tr>
<td><strong>Data/Trash/Bakery</strong></td>
<td>Doors - Damaged Hardware/Locks Any door that does not function as it should or is locked because of damage to the door's hardware</td>
</tr>
<tr>
<td><strong>Exterior</strong></td>
<td>Doors - Damaged Surface (holes/paint/rips/Rust/Glass) Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/covering/peel or crack that affects the integrity of the door surface, or broken/glass missing</td>
</tr>
<tr>
<td><strong>Storage</strong></td>
<td>Doors - Damaged/Missing Screens/Storm/Security Door Any screen or storm door that is damaged or is missing screens or glass—shiny by an empty frame or frame or any security door that is not functioning or is missing</td>
</tr>
<tr>
<td><strong>Storage/Exterior/Missed Screens/Exterior Storm Door</strong></td>
<td>Doors - Deteriorated/Missing Screens/Exterior Storm Door The door/screens is missing on any entry door, or they are in damaged that they do not function as they should</td>
</tr>
<tr>
<td><strong>Dryer Vent</strong></td>
<td>Doors - Missing Door Any door that is missing that is required for the functional use of the space</td>
</tr>
<tr>
<td><strong>Dryer Vent</strong></td>
<td>Missing/Unattached/Improper/Blocked The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside</td>
</tr>
<tr>
<td><strong>Electrical Panel - Access to Electrical Panel</strong></td>
<td>Door/Door Opening to the electrical panel</td>
</tr>
<tr>
<td><strong>Electricity - Burnt Breaker</strong></td>
<td>The breaker is not functioning or there is no significant power and inadequate access to the building's electrical panel during an emergency</td>
</tr>
<tr>
<td><strong>Electrical - Evidence of Leads/Corrosion</strong></td>
<td>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/leak points in the enclosure or hardware</td>
</tr>
<tr>
<td><strong>Electrical - Fused Wiring</strong></td>
<td>Any mast, obstruction, or any wiring that exposes any conducting wire</td>
</tr>
<tr>
<td><strong>Electrical - Missing Breaker</strong></td>
<td>Any open and/or exposed breaker panel</td>
</tr>
<tr>
<td><strong>Electrical - Missing Covers</strong></td>
<td>A cover is missing, which results in exposed usable electrical connections</td>
</tr>
<tr>
<td><strong>Floors - Bulging/Buckling</strong></td>
<td>Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types</td>
</tr>
<tr>
<td><strong>Floors - Floor Covering Damaged</strong></td>
<td>More than 20% of floor covering loss on the floor, surface burns, surface holes, floor holes, tears, loose areas or exposed seams</td>
</tr>
<tr>
<td><strong>Floors - Missing Floors/Tiles</strong></td>
<td>More than 5% of the flooring or the flooring is missing</td>
</tr>
<tr>
<td><strong>Floors - Peeling/Peel Strip</strong></td>
<td>Any peeling flooring that has peeling or missing paint on more than 20% of the surface</td>
</tr>
<tr>
<td><strong>Floors - Rust/Deteriorated Subfloor</strong></td>
<td>Any rusted or deteriorated subfloor greater than 6 inches by 6 inches</td>
</tr>
<tr>
<td><strong>Floors - Water Stains/Water Damage/Mold/Mildew</strong></td>
<td>Evidence of a leak, mold, mildew—such as a darkened area—covering a flooring area greater than 1 foot square</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td><strong>GFI - Inoperable</strong></td>
<td>The GFI does not function</td>
</tr>
<tr>
<td><strong>Graffiti</strong></td>
<td>Any graffiti on any exposed surface greater than 6 inches by 6 inches</td>
</tr>
<tr>
<td><strong>HVAC - Connection/Radiant Heat System Covers Missing/Damaged</strong></td>
<td>Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans</td>
</tr>
<tr>
<td><strong>HVAC - General Rust/Corrosion</strong></td>
<td>Significant formations of metal oxides, pitting, or disintegration - or in yet to receive</td>
</tr>
<tr>
<td><strong>HVAC - Inoperable</strong></td>
<td>HVAC does not function. It does not provide the heating and cooling the tenant. The system does not respond when the controls are engaged</td>
</tr>
<tr>
<td><strong>HVAC - Supply/Return Air Duct/Exhaust System</strong></td>
<td>Any misalignment that may cause improper or dangerous setting of gases</td>
</tr>
<tr>
<td><strong>HVAC - Noisy/Vibrating/Locking</strong></td>
<td>HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged</td>
</tr>
<tr>
<td><strong>Leaking Sink - Damaged/Missing</strong></td>
<td>Unit has exterior disconnection or leaks in over 50% of the base or the base or associated hardware have failed or are missing and the unit can't be used</td>
</tr>
<tr>
<td><strong>Lighting - Missing/Damaged/Inoperable Fixture</strong></td>
<td>More than 50% of the permanent lighting fixtures are missing or do not function</td>
</tr>
<tr>
<td><strong>Mailbox - Missing/Damaged</strong></td>
<td>The 3-Ft. Postal Service mailbox cannot be locked or is missing</td>
</tr>
<tr>
<td><strong>Outlets/Switches/Cover Plates - Missing/Broken</strong></td>
<td>Outlet or switch is missing or a cover plate is missing or damaged, resulting in exposed wiring</td>
</tr>
<tr>
<td><strong>Pedestrian/Wheelchair Ramp</strong></td>
<td>A pathway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers</td>
</tr>
<tr>
<td><strong>Plumbing - Staggered Drains</strong></td>
<td>Open system is substantially or completely clogged or has suffered extensive deterioration</td>
</tr>
<tr>
<td><strong>Plumbing - Leaking Faucets/Pipes</strong></td>
<td>A steady leak that is adversely affecting the surrounding area</td>
</tr>
<tr>
<td><strong>Range Hood/Exhaust Fan - Excessive Grease/Inoperable</strong></td>
<td>A substantial accumulation of dirt or grease that threatens the free passage of air</td>
</tr>
<tr>
<td><strong>Range/Stove - Missing/Damaged/Inoperable</strong></td>
<td>One or more burners are not functioning or doors or burners are impeded or gas ranges pilot is out and/or flames are not distributed equally or oven not functioning</td>
</tr>
<tr>
<td><strong>Dent/Scratches - Damaged/Inoperable</strong></td>
<td>Any damage to the walls around the burners are determined to be damaged or in any way which substantially impacts its performance</td>
</tr>
<tr>
<td><strong>Refrigerator/Cabinet - Damaged/Missing</strong></td>
<td>Damaged or missing cabinets, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose</td>
</tr>
<tr>
<td><strong>Shower/Tub - Damaged/Missing</strong></td>
<td>Any cracks in tub or shower through which water can pass or extensive deterioration over more than 20% of tub or shower surface or tub or shower is missing</td>
</tr>
<tr>
<td><strong>Smoke Detector - Missing/Inoperable</strong></td>
<td>Smoke detector is missing or does not function as it should</td>
</tr>
<tr>
<td><strong>Stairs - Broken/Damaged/Missing Steps</strong></td>
<td>A step is missing or broken</td>
</tr>
<tr>
<td><strong>Stairs - Broken/Missing Hand Railing</strong></td>
<td>The hand rail is missing, damaged, loose or otherwise unsuitable</td>
</tr>
<tr>
<td><strong>Ventilation/Exhaust System - Inoperable</strong></td>
<td>Exhaust fan is not functioning or window designed for ventilation does not open</td>
</tr>
<tr>
<td><strong>Walls - Bagging/Bucking</strong></td>
<td>Bagging, buckling or sagging walls or a lack of horizontal alignment</td>
</tr>
<tr>
<td><strong>Walls - Damaged</strong></td>
<td>Any hole in wall greater than 2 inches by 2 inches</td>
</tr>
<tr>
<td><strong>Walls - Damaged/Deteriorated Trim</strong></td>
<td>10% or more of the wall trim is damaged</td>
</tr>
<tr>
<td><strong>Walls - Peeling/Rotted Paint</strong></td>
<td>10% or more of interior wall paint is peeling or missing</td>
</tr>
<tr>
<td><strong>Walls - Water Stains/Water Damage/Mold/Mildew</strong></td>
<td>Evidence of a leak, mildew or rot - such as a common error - causing a wall area greater than 1 foot square</td>
</tr>
<tr>
<td><strong>Water Closet/Toilet - Damaged/Clogged/Missing</strong></td>
<td>Any missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed</td>
</tr>
<tr>
<td><strong>Walls - Water Stains/Water Damage/Mold/Mildew</strong></td>
<td>Evidence of a leak, mildew or rot - such as a common error - causing a wall area greater than 1 foot square</td>
</tr>
<tr>
<td><strong>Windows - Damaged Window Sill</strong></td>
<td>The oil is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness</td>
</tr>
<tr>
<td><strong>Windows - Inoperable/Not Lockable</strong></td>
<td>Any window that is not functioning or cannot be secured because lock is broken</td>
</tr>
<tr>
<td><strong>Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound</strong></td>
<td>Any missing or deteriorated caulk or seals with evidence of condensation or damage to the window or surrounding structure</td>
</tr>
<tr>
<td><strong>Windows - Peeling/Nicks Pain</strong></td>
<td>More than 5% of exterior window paint is peeling or missing</td>
</tr>
<tr>
<td><strong>Windows - Security Bars Prevent Egress</strong></td>
<td>The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks</td>
</tr>
<tr>
<td><strong>Air Quality - Mold and/or Mildew Observed</strong></td>
<td>Evidence of mold or mildew is observed that is substantial enough to pose a health risk</td>
</tr>
<tr>
<td><strong>Air Quality - Paint, Plaster, Chemical Stains Has Detected</strong></td>
<td>Any paint, plaster, chemical, or organic material that could pose a risk of explosion or fire to pose a health risk if missed</td>
</tr>
<tr>
<td><strong>Air Quality - Sewer Odor Detected</strong></td>
<td>Sewer odors that could pose a health risk of inflated for prolonged periods</td>
</tr>
<tr>
<td><strong>Electrical Hazards - Exposed Wires/Open Panels</strong></td>
<td>Any exposed bare wires or openings in electrical panels (exposed wires do not pose a risk)</td>
</tr>
<tr>
<td><strong>Electrical Hazards - Water Leaks on/over Electrical Equipment</strong></td>
<td>Any water leaking, puddling or pouring on or near any electrical apparatus that could pose a risk of fire, electrocution or explosion</td>
</tr>
<tr>
<td><strong>Emergency Fire Exits - Emergency Fire Exits Broken/Obstructed</strong></td>
<td>Exit signs cannot be used or exist in limited because a door or window is locked shut, a door is broken, paper hardware is chained, damaged, storage, or other conditions block exit</td>
</tr>
<tr>
<td><strong>Flammable/Combustible Materials - Improperly Stored</strong></td>
<td>Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion</td>
</tr>
<tr>
<td><strong>Garbage and Debris - Indoors</strong></td>
<td>Too much garbage has gotten more than the predicted storage capacity or garbage has gotten into an area not sanctioned for storing or garbage or debris</td>
</tr>
<tr>
<td><strong>Garbage and Debris - Outdoors</strong></td>
<td>Too much garbage has gotten more than the predicted storage capacity or garbage has gotten into an area not sanctioned for storing or garbage or debris</td>
</tr>
<tr>
<td><strong>Hazard - Sharp Edges</strong></td>
<td>Any physical defect that could cause cutting, or breaking of human skin or other bodily harm</td>
</tr>
<tr>
<td><strong>Hazard - Tripping</strong></td>
<td>Any physical defect in walkways or other traveled area that poses a tripping risk</td>
</tr>
</tbody>
</table>
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

Dish and Related Structures

Fencing - Damaged/Not Intact
Any damage that could compromise the integrity of the fence

Trash Collection Areas

Chutes - Damaged/Missing Components
Garbage has backed up into chutes, because the collection structure is missing or broken or components or connectors—chute, chute door, and other components—have failed


date of this page

Requirements for Unit

expectable item

Observable Deficiency

Bathroom

Bathroom Cabinets - Damaged/Missing
Damaged or missing cabinets, vanity tops, showers, or doors that are not functioning as they should for storage or their intended purpose

Laundry Sink - Damaged/Missing
Any cracks or sink through which water can pass or substantial discoloration over more than 20% of the sink surface or sink is missing

Plumbing - Clogged Drains, Faucets
Dust or fluff in a completely or partially clogged has suffered extensive deterioration

Plumbing - Leaking Faucets/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 is missing or shower is missing

Ventilation/Exhaust System - Rotted/Hazardous
Properly vented, quality materials, or one designed for ventilation does not operate

Water Closet/Tote - Damaged/Damaged/Missing
 fixture elements—seat, flush handle, etc.—are missing or damaged or the toilet seat is cracked or has a broken bowl or toilet cover has been flushed

Call for Aid (if applicable)

Inoperable
The system does not function as it should

Laking

Driving/Bucking/Leaking
Leaking, buckling or sagging ceiling or problem with alignment

Holes/Missing, Tiled/Panels/Grains
Any holes in tiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long

Floors

Smearing/Leakage
More than 20% of our pants be peeling paint or is missing paint

Water Stains/Water Damage/Mold/Mildew
Evidence of a leak, mold or mildew—such as a darkened area—or a section area greater than 1 foot square

Any cracks in floor through which water can pass or extensive discoloration over more than 20% of the floor surface or floor is missing

Damaged Hardware/Alcoves
Any door that is not functioning as it should or cannot be locked because of damage to the frame, threshold, trim or floor

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/Peeling/Glazing/Glass
Any door that has a hole or holes greater than 2 inch in diameter, significant peeling/missing paint or rust that affects the integrity of the door surface, or broken/glass

Damaged/Missing Vents (Entry/Gap)
The vents/ventilation 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/Accessed 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

Open Broke/No Breaker
Carbon residue, melted breakers or arcing scars are evident

Evidence of Leaky/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/proof water leaks in the enclosure or hardware

Framed/Wire
Any nails, staples, or folding of the insulation that exposes any conducting wire

GFI - Inoperable
The GFI does not function

Fusing/Breakers/Fuse
Any open and/or exposed breaker point

Covers

A cover is missing, which results in exposed unsafe electrical connections

Floors

Driving/Bucking
Any flooring that is bulging, buckling or sagging in a problem with alignment between flooring types

Floor Covering Damage
More than 20% of the flooring has stains, surface burns, burn marks, small holes, tears, residual areas or exposed seams

Flooring Missing Grain
Any flooring or the flooring that is missing

Smearing/Leakage
Any peeling paint that is peeling or missing paint on more than 20% of the floor

Door/Deteriorated/Defective
Any rusted or deformed door—more than 6 inches by 6 inches

Water Stains/Water Damage/Mold/Mildew
Evidence of a leak on door or molding—such as a darkened area—over a window 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 absorbed for prolonged periods

Air Quality - Propane/Natural Gas/Methane Gas Detected
Strong propane, natural gas or methane odor that could pose a risk of explosion/fire and/or pose a health risk if inhaled

Electrical Hazards - Exposed Wire/Open Panels
Any exposed bare wire or open panels or electrical panels (open areas do not pose a risk)

Electrical Hazards - Water Leaks on/over Electrical Equipment
Any water leaking, puddling or peeling or on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion

Emergency Fixx - Emergency Fixx Baked/Shooled
The exit cannot be used or exit is limited because a door is window is locked shut, a lock is broken, panic hardware is channeled, doors, storage, or other conditions block exit

Emergency Fixx - Missing Exit Sign
Exit signs that clearly identify all emergency areas are missing or there is no illumination on the area of the sign

Flammable Materials - Improperly Stored
Flammable materials are improperly stored, causing the potential of fire or explosion

Garbage and Debris - Inside
Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storage or garbage or debris

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 storage or garbage or debris

Hazards - Grit
Any general debris or hazards that pose risk of bodily injury
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazards - Sharp Edges</td>
<td>Any physical defect that could cause cutting or breaking of human skin or other bodily harm</td>
</tr>
<tr>
<td>Hazards - Tripping</td>
<td>Any physical defect in walkways or other traversed area that poses a tripping risk</td>
</tr>
<tr>
<td>Information - Insects</td>
<td>Evidence of infestation of insects-including roaches and ant-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk</td>
</tr>
<tr>
<td>Information - Rats/Mice/Vermin</td>
<td>Evidence of rats or mice—either sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>Any malfunction that may cause improper or dangerous heating of water</td>
</tr>
<tr>
<td>HVAC System</td>
<td>Any malfunction that may cause improper or dangerous heating of water</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Cabinets - Missing/Damaged</td>
</tr>
<tr>
<td></td>
<td>10% or more of cabinet, doors, or shelves are missing or the laminate is separating</td>
</tr>
<tr>
<td></td>
<td>Countertops - Missing/Damaged</td>
</tr>
<tr>
<td></td>
<td>10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate — not a sanitary surface to prepare food</td>
</tr>
<tr>
<td></td>
<td>Sink - Missing/Damaged/Inoperable</td>
</tr>
<tr>
<td></td>
<td>The sink is missing or it is not functioning because it is plugged. The drain is not effectively vented to the outside</td>
</tr>
<tr>
<td></td>
<td>Range/Stove - Missing/Damaged/Inoperable</td>
</tr>
<tr>
<td></td>
<td>The range is missing or it is not functioning because it is plugged. The range exhaust is not effectively vented to the outside</td>
</tr>
<tr>
<td></td>
<td>Refrigerator - Missing/Damaged/Inoperable</td>
</tr>
<tr>
<td></td>
<td>The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impairs its performance</td>
</tr>
<tr>
<td>Laundry Area (Room)</td>
<td>Washer/Dryer/Laundry Unit</td>
</tr>
<tr>
<td></td>
<td>Washers/Dryers - Missing/Damaged</td>
</tr>
<tr>
<td></td>
<td>10% or more of the washer or dryer is missing or damaged</td>
</tr>
<tr>
<td></td>
<td>Washer/Dryer/Exhaust Fans - Clogged Drains</td>
</tr>
<tr>
<td></td>
<td>The washer or dryer exhaust duct is not effective vented to the outside</td>
</tr>
<tr>
<td></td>
<td>Dishwasher/Garbage Disposal</td>
</tr>
<tr>
<td></td>
<td>The dishwasher or garbage disposal does not operate as it should</td>
</tr>
<tr>
<td></td>
<td>Range/Hood/Mechanical</td>
</tr>
<tr>
<td></td>
<td>The vent is missing or it is not functioning because it is blocked. The dryer exhaust is not effectively vented to the outside</td>
</tr>
<tr>
<td></td>
<td>Plumbing - Drainage</td>
</tr>
<tr>
<td></td>
<td>The drain is substantially or completely clogged or has suffered extensive deterioration</td>
</tr>
<tr>
<td></td>
<td>Plumbing - Leaking Fixtures/Pipes</td>
</tr>
<tr>
<td></td>
<td>The fixture or pipe is leaking</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Window Sill</td>
</tr>
<tr>
<td></td>
<td>Damaged Window Sill</td>
</tr>
<tr>
<td></td>
<td>10% or more of the sill is damaged or broken</td>
</tr>
<tr>
<td></td>
<td>Water Stains/Water Damage/Mold/Mildew</td>
</tr>
<tr>
<td></td>
<td>The wall is damaged enough to expose the mode of the surrounding walls and compromise to weather tightness</td>
</tr>
<tr>
<td></td>
<td>Insulation/Finish</td>
</tr>
<tr>
<td></td>
<td>The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks</td>
</tr>
</tbody>
</table>