

UPCS Inspection Form**Bathroom****Plumbing - Clogged Drains**

- 1 Water does not drain freely, but the fixtures can be used.
[Settings: Failed, Work Order]
- 3 The fixtures are not usable, because the drain is completely clogged or shows extensive deterioration.
[Settings: Failed, Work Order]

Plumbing - Leaking Faucet/Pipes

- 1 You see a leak or drip that is contained by the basin, and the faucet or pipe can be used.
[Settings: Failed, Work Order]
- 3 You see a steady leak that is adversely affecting the area around it. OR The faucet or pipe cannot be used.
[Settings: Failed, Work Order]

Shower/Tub - Damaged/Missing

- 1 A stopper is missing.
[Settings: Failed, Work Order]
- 2 The shower or tub can be used, but you see cracks or extensive discoloration in more than 50% of the basin.
[Settings: Failed, Work Order]
- 3 The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.
[Settings: Failed, Work Order]

Ventilation/Exhaust System - Inoperable

- 2 An exhaust fan is not functioning. OR A bathroom window cannot be opened.
[Settings: Failed, Work Order]

Water Closet/Toilet - Damaged/Clogged/Missing

- 2 Fixture elements - seat, flush handle, cover etc. - are missing or damaged OR The toilet seat is cracked, or the hinge is broken.
[Settings: Failed, Work Order]
- 3 The bowl is fractured or broken and cannot retain water. OR The water closet/toilet is missing. OR There is a hazardous condition. OR The water closet/toilet cannot be flushed, because of obstruction or another defect.
[Settings: Failed, Work Order]

Call-for-Aid**Inoperable (Call-for-Aid)**

- 3 The system does not function as it should.
[Settings: Failed, Work Order]

Ceiling**Bulging/Buckling**

- 3 You see bulging, buckling, sagging, or a problem with alignment.
COMMENTS Level 3 - If there is any doubt about the severity of the condition, request an inspection by a structural engineer.
[Settings: Failed, Work Order]

Holes/Missing Tiles/Panels/Cracks

- 1 You see small holes that are no larger than a sheet of paper - 8 1/2 inches by 11 inches. OR No hole penetrates the area above. OR You see that no more than 3 tiles or panels are missing.
[Settings: Failed, Work Order]
- 2 You see a hole that is larger than a sheet of paper - 8 1/2 inches by 11 inches - but it does not penetrate the area above. (You cannot see through it.) OR You see that more than 3 tiles or panels are missing. OR You see a crack more than 1/8 inch wide and 11 inches long.
[Settings: Failed, Work Order]
- 3 You see a hole that penetrates the area above, you can see through it.
COMMENT Level 3 - If a hole is a health and safety concern, you must record it manually in "Health and Safety: Hazards."
[Settings: Failed, Work Order]

Peeling/Needs Paint

- 1 The affected area is larger than 1 square foot, but smaller than 4 square feet.
[Settings: Failed, Work Order]
- 2 The affected area is larger than 4 square feet.
[Settings: Failed, Work Order]

Water Stains/Water Damage/Mold/Mildew

- 1 On one ceiling, you see evidence of a leak, mold, or mildew - such as a darkened area - over a small area (more than 1 square foot but less than 4 square feet). You estimate that less than 10% of the ceiling surface area is affected. You may or may not see water.
[Settings: Failed, Work Order]
- 2 On one ceiling, you see evidence of a leak, mold, or mildew - such as a darkened area - over a large area (more than 4 square

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Ceiling

Water Stains/Water Damage/Mold/Mildew

- feet). You may or may not see water. OR You estimate that 10-50% of the ceiling area has Level 1 damage.
[Settings: Failed, Work Order]

- 3 On one ceiling, you estimate that a large portion - 50% of its surface - has been substantially saturated or damaged by water, mold, or mildew. You see cracks, moist areas, mold, or mildew. The ceiling surface may have failed. OR In any unit, you estimate that more than 50% of the ceiling shows Level 1 damage from stains, mold, or mildew.

COMMENTS Level 3 - If the condition is a health and safety concern, you must record it manually in "Health and Safety: Air Quality."

[Settings: Failed, Work Order]

Doors

Damaged Surface - Holes/Paint/Rusting/Glass

- 2 One interior door - not a bathroom or entry door - has a hole or holes with a diameter ranging from 1/4 inch to 1 inch.
[Settings: Failed, Work Order]

- 3 One door has a hole or holes larger than 1 inch in diameter, significant peeling/cracking/no paint, rust that affects the integrity of the door surface, or broken/missing glass OR If a bathroom door or entry door has Level 2 damage.

COMMENTS Level 3: If the condition is a health and safety concern, you must record it manually in "Health and Safety: Hazards."

[Settings: Failed, Work Order, Tenant Obligation]

Damaged Frames/Threshold/Lintels/Trim

- 2 At least one door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.
[Settings: Failed, Work Order]

- 3 At least one bathroom door or entry door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.

COMMENTS Level 3: If the condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."

[Settings: Failed, Work Order]

Damaged Hardware/Locks

- 1 A closet door does not function as it should because of damage to the door's hardware. OR A closet door that requires locking cannot be locked because of damage to the door's hardware.
[Settings: Failed, Work Order]

- 2 A door does not function as it should because of damage to the door's hardware. OR A door that requires locking cannot be locked because of damage to the door's hardware.
[Settings: Failed, Work Order]

- 3 A bathroom door or entry door does not function as it should because of damage to the door's hardware. OR A bathroom door or entry door that requires locking cannot be locked because of damage to the door's hardware.

[Settings: Failed, Work Order]

Damaged/Missing Screen/Storm/Security Door

- 1 At least one screen door or storm is damaged or is missing screens or glass - shown by an empty frame or frames.
[Settings: Failed, Work Order]

- 3 A security door is not functioning or missing.

COMMENT Level 3: "Missing" applies only if a security door that should be there is not there.

[Settings: Failed, Work Order]

Deteriorated/Missing Seals (Entry Only)

- 3 The seals are missing on one entry door, or they are so damaged that they do not function as they should.

[Settings: Failed, Work Order]

Missing Door

- 1 A door is missing, but it is not a bathroom door or entry door.
[Settings: Failed, Work Order]

- 2 Two doors or up to 50% of the doors are missing, but they are not bathroom doors or entry doors, and the condition presents no hazard.

[Settings: Failed, Work Order]

- 3 A bathroom door or entry door is missing. OR You estimate that more than 50% of the unit doors - not including bathroom doors and entry doors - are missing.

[Settings: Failed, Work Order]

Electrical System

Blocked Access to Electrical Panel

- 3 One or more fixed items or items of sufficient size and weight can impede access to the unit's electrical panel during an emergency.

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Electrical System

Blocked Access to Electrical Panel

[Settings: Failed, Work Order]

Burnt Breakers

- 3 You see any carbon residue, melted breakers, or arcing scars.

[Settings: Failed, Work Order]

Evidence of Leaks/Corrosion

- 3 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

[Settings: Failed, Work Order]

Frayed Wiring

- 3 You see any nicks, abrasions, or fraying of the insulation that expose any conducting wire.

COMMENTS Level3: If the condition is a health and safety concern, you must record it manually as "Health and Safety: Electrical Hazards."

[Settings: Failed, Work Order]

GFI - Inoperable

- 3 The GFI does not function.

COMMENTS Level 3: If this condition is a health and safety concern, you must record it as "Health and Safety: Electrical Hazards.:

[Settings: Failed, Work Order]

Missing Breakers/Fuses

- 3 You see an open breaker port.

[Settings: Failed, Work Order]

Missing Covers

- 3 A cover is missing, and you see exposed electrical connections.

[Settings: Failed, Work Order]

Floors

Bulging/Buckling

- 3 You see bulging, buckling, sagging, or a lack of horizontal alignment.

COMMENTS Level 3: If you have any doubt about the severity of this condition, request an inspection by a structural engineer.

[Settings: Failed, Work Order]

Floor Covering Damage

- 1 You estimate that only 5-10% of the floor covering has stains, surface burns, shallow cuts, small holes, or tears in non-traffic areas, loose areas, or exposed seams. The covering is fully functional, and there is no safety hazard.

[Settings: Failed, Work Order]

- 2 You estimate that 10-15% of the floor covering has burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material. There is no safety hazard.

[Settings: Failed, Work Order]

- 3 You estimate that more than 50% of the floor covering has burn marks, cuts, tears, holes, or large sections of exposed seams that expose the underlying material.

COMMENTS Level 3: If this condition is a health and safety concern, you must record it manually in "Health and Safety: Hazards.:

[Settings: Failed, Work Order]

Missing Flooring/Tiles

- 1 For a single floor, small areas of the floor surface are missing. You estimate that more than 5% but less than 10% of the floors are affected and that this does not cause a safety problem.

[Settings: Failed, Work Order]

- 2 You estimate that 10-50% of the floors have missing or broken flooring and that this does not cause a safety problem.

[Settings: Failed, Work Order]

- 3 You estimate that more than 50% of the floors are affected by missing or broken flooring OR Missing or broken flooring causes a single safety problem.

COMMENT Level 3: If this condition is a health and safety concern, you must record it manually in "Health and Safety: Hazards.:

[Settings: Failed, Work Order]

Peeling/Needs Paint

- 1 The area affected is more than 1 square foot, but less than 4 square feet.

[Settings: Failed, Work Order]

- 2 The area affected is more than 4 square feet.

[Settings: Failed, Work Order]

Rot/Deteriorated Subfloor

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Floors

Rot/Deteriorated Subfloor

- 2 You see small areas of rot or spongy flooring - more than 1 square foot, but less than 4 square feet.
[Settings: Failed, Work Order]
- 3 You see large areas of rot - more than 4 square feet - and applying weight causes noticeable deflection.
COMMENTS Level 3: If you have any doubt about the severity of this condition, request an inspection by a structural engineer.
[Settings: Failed, Work Order]

Water Stains/Water Damage/Mold/Mildew

- 2 You see evidence of a water stain, mold, or mildew - such as a darkened area - over a small area of floor (1-4 square feet). You may or may not see water.
[Settings: Failed, Work Order]
- 3 You estimate that a large portion of floor - more than 4 square feet - has been substantially saturated or damaged by water, mold, or mildew. You see cracks, mold, and flaking, and the floor surface may have failed.
COMMENTS Level 3: If this condition is a health and safety concern, you must record it manually as "Health and Safety: Air Quality."
[Settings: Failed, Work Order]

Hot Water Heater

Misaligned Chimney/Ventilation System

- 3 You see any misalignment that may cause improper or dangerous venting of gases.
[Settings: Failed, Work Order]

Inoperable Unit/Components

- 3 After running, water from the hot water taps is not warmer than room temperature.
[Settings: Failed, Work Order]

Leaking Valves/Tanks/Pipes

- 3 You see water leaking.
COMMENTS Level 3: If this condition is a health and safety concern, you must record it manually in "Health and Safety: Hazards."
[Settings: Failed, Work Order]

Pressure Relief Valve Missing

- 3 You see that the pressure relief valve on the unit water heating system is either missing or does not extend to the floor.
[Settings: Failed, Work Order]

Rust/Corrosion

- 1 You see superficial surface rust.
[Settings: Failed, Work Order]
- 2 You see significant formations of metal oxides, flaking, or discoloration - or a pit or crevice.
[Settings: Failed, Work Order]
- 3 Because of this condition, the equipment or piping do not function.
[Settings: Failed, Work Order]

HVAC System

Convection/Radiant Heat System Covers Missing/Damaged

- 3 At least one cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans.
COMMENT Level 3: When the system is operational during an inspection and you see a Level 3 deficiency - a real-time hazard exists - you must record it manually in "Health and Safety: Hazards."
[Settings: Failed, Work Order]

General Rust/Corrosion

- 1 You see deterioration from rust and corrosion on the HVAC units in the dwelling unit. The system still provides enough heating or cooling.
[Settings: Failed, Work Order]

Inoperable

- 3 The HVAC does not function, it does not provide the heating or cooling it should. The system does not respond when the controls are engaged.
COMMENT Level 3: If this condition is a health and safety concern, you must record it manually in "Health and Safety: Hazards."
[Settings: Failed, Work Order]

Misaligned Chimney/Ventilation System

- 3 You see any misalignment that may cause improper or dangerous venting of gases.
[Settings: Failed, Work Order]

Noisy/Vibrating/Leaking

- 1 The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged. The system still provides enough heating or cooling to maintain a minimum temperature range in the major living areas.

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HVAC System

Noisy/Vibrating/Leaking

[Settings: Failed, Work Order]

Kitchen

Cabinets - Missing/Damaged

- 2 You see that 10-50% of the cabinets, doors, or shelves are missing or the laminate is separating.

[Settings: Failed, Work Order]

- 3 You see that more than 50% of the cabinets, doors, or shelves are missing or the laminate is separating.

[Settings: Failed, Work Order]

Countertops - Missing/Damaged

- 2 20% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate - not a sanitary surface to prepare food.

[Settings: Failed, Work Order]

Dishwasher/Garbage Disposal

- 2 The dishwasher or garbage disposal does not function as it should.

[Settings: Failed, Work Order]

Plumbing - Clogged Drains

- 1 The basin does not drain freely.

[Settings: Failed, Work Order]

- 3 The drain is completely clogged or has suffered extensive deterioration.

[Settings: Failed, Work Order]

Plumbing - Leaking Faucets/Pipes

- 1 You see a leak or drip that is contained by the basin or pipes, and the faucet is functioning as it should.

[Settings: Failed, Work Order]

- 3 You see a steady leak that is having an adverse affect on the surrounding area, and the faucet or pipe is not usable.

[Settings: Failed, Work Order]

Range Hood/Exhaust Fans - Excessive Grease/Inoperable

- 1 An accumulation of dirt threatens the free passage of air.

[Settings: Failed, Work Order]

- 3 The exhaust fan does not function. OR You estimate that the flue may be completely blocked.

[Settings: Failed, Work Order]

Range/Stove - Missing/Damaged/Inoperable

- 1 The operation of doors or drawers is impeded, but the stove is functioning. On gas ranges, flames are not distributed equally. The pilot light is out on one more burners.

[Settings: Failed, Work Order]

- 2 One burner is not functioning.

[Settings: Failed, Work Order]

- 3 The unit is missing. OR 2 or more burners are not functioning. OR The oven is not functioning.

COMMENT Level 3: If this condition is a health and safety concern, you must record it manually as "Health and Safety: Hazards."

[Settings: Failed, Work Order]

Refrigerator - Missing/Damaged/Inoperable

- 1 The refrigerator has an excessive accumulation of ice. OR The seals around the doors are deteriorated.

[Settings: Failed, Work Order]

- 3 The refrigerator is missing. OR The refrigerator does not cool adequately for the safe storage of food.

[Settings: Failed, Work Order]

Sink - Missing/Damaged

- 1 You see extensive discoloration or cracks in 50% or more of the basin, but the sink and hardware can still be used to prepare food.

[Settings: Failed, Work Order]

- 3 The sink or hardware is either missing or not functioning.

[Settings: Failed, Work Order]

Lighting

Missing/Inoperable Fixture

- 1 In one room in a unit, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.

[Settings: Failed, Work Order]

- 2 In two rooms, a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the rooms.

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Lighting

Missing/Inoperable Fixture

[Settings: Failed, Work Order]

- 3 In more than two rooms, a permanent light fixture is missing or not functioning, and no other switched light sources are functioning in the rooms.

[Settings: Failed, Work Order]

Outlets/Switches

Missing

- 3 An outlet, switch, or both are missing.

COMMENT Level 3: If this condition is a health and safety concern, you must record it manually as a "Health and Safety: Electrical Hazards.:

[Settings: Failed, Work Order]

Missing/Broken Cover Plates

- 1 An outlet or switch has a broken cover plate over a junction box, but this does not cause wires to be exposed.

[Settings: Failed, Work Order]

- 3 A cover plate is missing, which causes wires to be exposed.

[Settings: Failed, Work Order]

Patio/Porch/Balcony

Baluster/Side Railings Damaged

- 3 The baluster or side rails enclosing this area are loose, damaged, or missing, limiting the safe use of this area.

[Settings: Failed, Work Order]

Smoke Detector

Missing/Inoperable

- 3 A single smoke detector is missing or does not function as it should.

[Settings: Failed, Work Order]

Stairs

Broken/Missing Hand Railing

- 3 The hand-rail for four or more stairs is either missing, damaged, loose, or otherwise unusable.

[Settings: Failed, Work Order]

Broken/Damaged/Missing Steps

- 3 A step is broken or missing.

[Settings: Failed, Work Order]

Walls

Bulging/Buckling

- 3 You see bulging, buckling, sagging, or that the wall is no longer vertically aligned.

COMMENT Level 3: If you have any doubt about the severity of the condition, request an inspection by a structural engineer.

[Settings: Failed, Work Order]

Damaged

- 1 In a wall, you find a hole, missing tile or panel, or other damage that is between 1 inch and 8 1/2 inches by 11 inches. The hole does not penetrate the adjoining room, you cannot see through it.

[Settings: Failed, Work Order]

- 2 In a wall, you find a hole, missing tile or panel, or other damage that is larger than a sheet of paper 8 1/2 inches by 11 inches OR You find a crack greater than 1/8 inch wide and at least 11 inches long.

[Settings: Failed, Work Order]

- 3 You find a hole of any size that penetrates an adjoining room, you can see through the hole. OR Two or more walls have Level 2 holes.

[Settings: Failed, Work Order]

Damaged/Deteriorated

- 1 You see small areas of deterioration in the trim surfaces, and you estimate that 5-10% of the wall area is affected.

[Settings: Failed, Work Order]

- 2 You see large areas of deterioration in the trim surfaces, and you estimate that 10-50% of the wall area is affected.

[Settings: Failed, Work Order]

- 3 You see significant areas of deterioration in the wall surfaces, and you estimate that more than 50% of the wall area is affected.

[Settings: Failed, Work Order]

Peeling/Needs Paint

- 1 The affected area affected is more than 1 square foot but less than 4 square feet.

[Settings: Failed, Work Order]

- 2 The affected area is more than 4 square feet.

[Settings: Failed, Work Order]

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Walls

Water Stains/Water Damage/Mold/Mildew

- 1 You see evidence of a leak, mold, or mildew - such as a darkened area - over a small area (more than 1 square foot but less than 4 square feet). You may or may not see water.
[Settings: Failed, Work Order]
- 2 You see evidence of a leak, mold, or mildew - such as a darkened area - over a large area (more than 4 square foot). You probably see water.
[Settings: Failed, Work Order]
- 3 On one or more walls, you estimate that a large portion - 50% of the surface - has been substantially saturated or damaged by water, mold, or mildew. You see cracks, moist areas, mold, or flaking. The wall surface may have failed. OR In any one unit, you estimate that more than 50% of the walls shows Level 1 damage from stains, mold, or mildew.
COMMENTS Level 3: If the condition is a health and safety concern, you must record it manually in "Health and Safety: Air Quality, :
[Settings: Failed, Work Order]

Windows

Cracked/Broken/Missing Panes

- 1 You see a cracked window pane.
[Settings: Failed, Work Order]
- 3 You see that a window pane is broken or missing from the window sash.
[Settings: Failed, Work Order]

Damaged Window Sill

- 1 A sill is damaged, but still there. The inside of the surrounding wall is not exposed, and you see no impact on the operation of functioning of the window or on its weather tightness.
[Settings: Failed, Work Order]
- 2 A sill is missing or damaged enough to expose the inside of the surrounding walls and compromise its weather tightness.
[Settings: Failed, Work Order]

Inoperable/Not Lockable

- 1 A window is not functioning, but can be secured. Other windows in the immediate area are functioning.
[Settings: Failed, Work Order]
- 3 A window is not functioning, but cannot be secured. In the immediate area, there are no other windows that are functioning properly.
[Settings: Failed, Work Order]

Missing/Deteriorated Caulking/Seals

- 2 Most of the window shows missing or deteriorated caulk, but there is no evidence of damage to the window or surrounding structure.
[Settings: Failed, Work Order]
- 3 There are missing or deteriorated caulk or seals - with evidence of leaks or damage to the window or surrounding structure.
[Settings: Failed, Work Order]

Peeling/Needs Paint

- 1 You see peeling paint or a window that needs paint.
[Settings: Failed, Work Order]

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ROOMS:

Bathroom 1
Bathroom 2
Bedroom 1
Bedroom 2
Hallway 1
Living Rm 1

LOCATIONS:

Center
Center-Front
Center-Rear
Left-Center
Left-Front
Left-Rear
Right-Center
Right-Front
Right-Rear

FLOORS:

1-Main
2-Upstairs
B-Basement