

Exhibit A:
RIHousing HTF Rehab Standards
Property Maintenance Code Inspection Form

Notes to HTF Recipients on the Requirements/Directions in Using this Form:

1. Inspections using this form are required to be conducted on 10% of units (if development is in one building) or in at least 1-unit per building (if development includes multiple buildings).
2. HTF recipients are required to address Level 1, Level 2, or Level 3 Non Life Threatening deficiencies in the scope of work approved by RIHousing staff between preliminary award and commitment of funds (See Section V. Scope of Work Determination in HTF Rehab Standards document).
3. "NOD" means No Observed Deficiency and "NA" means that the inspectable item is not present in that unit/building. If there is no observed deficiency for that item, check mark the "NOD" box; if the inspectable item listed is not present at that site then check-mark "NA".
4. One box must be checked for each observable deficiency row in this Form.
5. If there is a deficiency found at any level and the H&S (Health and Safety) column is grayed-out, then the deficiency is not considered a health and safety hazard. If the H&S column contains an "NLT", then a marked deficiency is non-life threatening and correction of that deficiency can be included in the scope of work.
6. **Level 3 Deficiencies noted as Life Threatening (LT) Hazards in the H&S column of this report must be corrected immediately within 12 hours, if the housing is occupied. RIH requires a written response and completed work orders within 24 hours of repairs.**
7. In instances in which the Level 1, 2 or 3 deficiency is grayed-out, then this level of deficiency is not applicable for that inspectable item for the Final Dictionary of Deficiency Definitions (link in footer, below table).
8. In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (PASS) Version 2.3, dated 03/08/2000. This document can be found at http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf (325 Pages, 343 KB)
9. Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at https://portal.hud.gov/hudportal/documents/huddoc?id=CompBullet4Ver2_31515.pdf (40 Pages, 459 KB)

PLEASE NOTE: RIHousing will conduct an initial inspection to confirm the deficiencies that must be addressed, and will conduct progress and final inspections to determine that work was done in accordance with work write-ups.

Uniform Physical Condition Standards – Comprehensive Listing

Inspectable Area: Site

Page: of

Property ID/Name: _____

Building Number: _____ Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Fencing and Gates	Damaged/Falling/Leaning						NLT
	Holes						NLT
	Missing Sections						NLT
Grounds	Erosion/Rutting Areas						NLT
	Overgrown/Penetrating Vegetation						
	Ponding/Site Drainage						
Health & Safety	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards – Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Mailboxes/Project Signs	Mailbox Missing/Damaged						
	Signs Damaged						
Market Appeal	Graffiti						
	Litter						
Parking Lots/Driveways/Roads	Cracks						
	Ponding						
	Potholes/Loose Material						
	Settlement/Heaving						
	Motor Vehicles - inoperative/ unregistered/ unlicensed/ abandoned/ parked/left on the premises						NLT
Play Areas and Equipment	Damaged/Broken Equipment						NLT
	Deteriorated Play Area Surface						
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space						
Retaining Walls	Damaged/Falling/Leaning						NLT
Storm Drainage	Damaged/Obstructed						
Walkways/Steps	Broken/Missing Hand Railing						NLT
	Cracks/Settlement/Heaving						
	Spalling						

Uniform Physical Condition Standards – Comprehensive Listing

Inspectable Area: Building Exterior

Page: ____ of ____

Property ID/Name: _____

Building Number: _____ Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Doors	Damaged Frames/Threshold/Lintels/Trim						NLT
	Damaged Hardware/Locks						
	Damaged Surface (Holes/Paint/Rusting/Glass)						
	Damaged/Missing Screen/Storm/Security Door						NLT
	Deteriorated/Missing Caulking/Seals						
	Missing Door						
Fire Escapes	Blocked Egress/Ladders						LT
	Visibly Missing Components						LT
Foundations	Cracks/Gaps						
	Spalling/Exposed Rebar						
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards – Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Lighting	Broken Fixtures/Bulbs						
Roofs	Damaged Soffits/Fascia						
	Damaged Vents						
	Damaged/Clogged Drains						
	Damaged/Torn Membrane/Missing Ballast						
	Missing/Damaged Components from Downspout/Gutter						
	Missing/Damaged Shingles						
	Ponding						
Walls	Cracks/Gaps						
	Damaged Chimneys						NLT
	Missing/Damaged Caulking/Mortar						
	Missing Pieces/Holes/Spalling						
	Stained/Peeling/Needs Paint						
Windows	Broken/Missing/Cracked Panes						NLT
	Damaged Sills/Frames/Lintels/Trim						
	Damaged/Missing Screens						
	Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Peeling/Needs Paint						
	Inoperable/Not Lockable						

Security Bars Prevent Egress								LT
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Uniform Physical Condition Standards – Comprehensive Listing

Inspectable Area: Building Systems

Page: of

Property ID/Name: _____

Building Number: _____ Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Domestic Water	Leaking Central Water Supply						
	Misaligned Chimney/Ventilation System						LT
	Missing Pressure Relief Valve						NLT
	Rust/Corrosion on Heater Chimney						NLT
	Water Supply Inoperable						NLT
Electrical System	Blocked Access/Improper Storage						NLT
	Burnt Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	Missing Breakers/Fuses						LT
	Missing Covers						LT
Elevators	Not Operable						NLT
Emergency Power	Auxiliary Lighting Inoperable						
	Run-Up Records/Documentation Not Available						
Fire Protection	Missing Sprinkler Head						NLT
	Missing/Damaged/Expired Extinguishers						LT
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Elevator - Tripping						NLT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Hazards – Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
HVAC	Boiler/Pump Leaks						
	Fuel Supply Leaks						NLT
	General Rust/Corrosion						NLT
	Misaligned Chimney/Ventilation System						LT
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable						
Sanitary System	Broken/Leaking/Clogged Pipes or Drains						NLT
	Missing Drain/Cleanout/Manhole Covers						

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards – Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Pools and Related Structures	Fencing - Damaged/Not Intact						
	Pool - Not Operational						
Trash Collection Areas	Chutes - Damaged/Missing Components						

Uniform Physical Condition Standards – Comprehensive Listing

Inspectable Area: Community/Public Spaces

Page: ____ of ____

Property ID/Name: _____

Building Number: _____ Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Please complete these two pages for each community/public space in the proposed project. Check location below.	Baluster/Side Railings - Damaged						
	Cabinets - Missing/Damaged						
	Call for Aid - Inoperable						NLT
	Ceiling - Bulging/Buckling						
	Ceiling - Holes/Missing Tiles/Panels/Cracks						
	Ceiling - Peeling/Needs Paint						
	Ceiling - Water Stains/Water Damage/Mold/Mildew						
	Countertops - Missing/Damaged						
	Dishwasher/Garbage Disposal - Inoperable						
	Doors - Damaged Frames/Threshold/Lintels/Trim						NLT
	Doors - Damaged Hardware/Locks						
	Doors - Damaged Surface (Holes/Paint/Rust/Glass)						
	Doors - Damaged/Missing Screen/Storm/Security Door						NLT
	Doors - Deteriorated/Missing Seals (Entry Only)						
	Basement/Garage/Carport	Doors - Missing Door					
	Dryer Vent -Missing/Damaged/Inoperable						
Closet/Utility/Mechanical	Electrical - Blocked Access to Electrical Panel						NLT
	Electrical - Burnt Breakers						NLT
Community Room	Electrical - Evidence of Leaks/Corrosion						NLT
	Electrical - Frayed Wiring						
Day Care	Electrical - Missing Breakers						LT
	Electrical - Missing Covers						LT
Halls/Corridors/Stairs	Floors - Bulging/Buckling						
	Floors - Floor Covering Damaged						
Kitchen	Floors - Missing Floor/Tiles						
	Floors - Peeling/Needs Paint						
Laundry Room	Floors - Rot/Deteriorated Subfloor						
	Floors - Water Stains/Water Damage/Mold/Mildew						
Lobby	GFI - Inoperable						NLT
	Graffiti						
Office	HVAC - Convection/Radiant Heat System Covers Missing/Damaged						
	HVAC - General Rust/Corrosion						
Other Community Spaces	HVAC - Inoperable						
	HVAC - Misaligned Chimney/Ventilation System						LT
Patio/Porch/Balcony	HVAC - Noisy/Vibrating/Leaking						
	Lavatory Sink - Damaged/Missing						NLT
Restrooms/Pool Structures	Lighting - Missing/Damaged/Inoperable Fixture						
	Mailbox - Missing/Damaged						

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Storage	Outlets/Switches/Cover Plates - Missing/Broken						LT
	Pedestrian/Wheelchair Ramp						
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking Faucet/Pipes						NLT
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable						
	Range/Stove - Missing/Damaged/Inoperable						
	Refrigerator - Damaged/Inoperable						
	Restroom Cabinet - Damaged/Missing						
	Shower/Tub - Damaged/Missing						
	Sink - Missing/Damaged						NLT
	Smoke Detector - Missing/Inoperable						LT
	Stairs - Broken/Damaged/Missing Steps						NLT
	Stairs - Broken/Missing Hand Railing						NLT
	Ventilation/Exhaust System - Inoperable						
	Walls - Bulging/Buckling						
	Walls - Damaged						
	Walls - Damaged/Deteriorated Trim						
	Walls - Peeling/Needs Paint						
	Walls - Water Stains/Water Damage/Mold/Mildew						
	Water Closet/Toilet - Damaged/Clogged/Missing						
	Windows - Cracked/Broken/Missing Panes						NLT
	Windows - Damaged Window Sill						
	Windows – Damaged/Missing Screens						
	Windows - Inoperable/Not Lockable						NLT
	Windows – Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Windows – Peeling/Needs Paint						
	Windows – Security Bars Prevent Egress						LT

Uniform Physical Condition Standards – Comprehensive Listing

Inspectable Area: Unit

Page: of

Property ID/Name: _____

Building/Unit Number: _____ Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Bathroom	Bathroom Cabinets - Damaged/Missing						
	Lavatory Sink - Damaged/Missing						NLT
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking Faucet/Pipes						NLT
	Shower/Tub - Damaged/Missing						NLT
	Ventilation/Exhaust System - Inoperable						
	Water Closet/Toilet - Damaged/Clogged/Missing						NLT
Call-for-Aid	Inoperable						NLT
Ceiling	Bulging/Buckling						
	Holes/Missing Tiles/Panels/Cracks						
	Peeling/Needs Paint						
	Water Stains/Water Damage/Mold/Mildew						
Doors	Damaged Frames/Threshold/Lintels/Trim						NLT
	Damaged Hardware/Locks						
	Damaged/Missing Screen/Storm/Security Door						NLT
	Damaged Surface - Holes/Paint/Rusting/Glass						
	Deteriorated/Missing Seals (Entry Only)						
	Missing Door						NLT
Electrical System	Blocked Access to Electrical Panel						NLT
	Burnt Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	GFI - Inoperable						NLT
	Missing Breakers/Fuses						LT
	Missing Covers						LT
Floors	Bulging/Buckling						
	Floor Covering Damage						
	Missing Flooring Tiles						
	Peeling/Needs Paint						
	Rot/Deteriorated Subfloor						
	Water Stains/Water Damage/Mold/Mildew						
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT

Inspectable Item	Observable Deficiency	NOD	Level				H&S
			1	2	3	NA	
Health & Safety (continue)	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Hot Water Heater	Misaligned Chimney/Ventilation System						LT
	Inoperable Unit/Components						NLT
	Leaking Valves/Tanks/Pipes						
	Pressure Relief Valve Missing						NLT
	Rust/Corrosion						NLT
HVAC System	Convection/Radiant Heat System Covers Missing/ Damaged						
	Inoperable						
	Misaligned Chimney/Ventilation System						LT
	Noisy/Vibrating/Leaking						
	Rust/Corrosion						
Kitchen	Cabinets - Missing/Damaged						NLT
	Countertops - Missing/Damaged						NLT
	Dishwasher/Garbage Disposal - Inoperable						
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking Faucet/Pipes						NLT
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable						
	Range/Stove - Missing/Damaged/Inoperable						
	Refrigerator-Missing/Damaged/Inoperable						NLT
Sink - Damaged/Missing						NLT	
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable						
Lighting	Missing/Inoperable Fixture						NLT
Outlets/Switches	Missing						LT
	Missing/Broken Cover Plates						LT
Patio/Porch/Balcony	Baluster/Side Railings Damaged						
Smoke Detector	Missing/Inoperable						LT
Stairs	Broken/Damaged/Missing Steps						NLT
	Broken/Missing Hand Railing						NLT
Walls	Bulging/Buckling						
	Damaged						
	Damaged/Deteriorated Trim						
	Peeling/Needs Paint						
	Water Stains/Water Damage/Mold/Mildew						
Windows	Cracked/Broken/Missing Panes						NLT
	Damaged Window Sill						
	Damaged/Missing Screens						
	Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Inoperable/Not Lockable						NLT
	Peeling/Needs Paint						
	Security Bars Prevent Egress						LT