

UPCS

INSPECTION  
STANDARD

AN OVERVIEW

**Summary**

The purpose of the physical inspection process is to provide HUD with the ability to assess whether its properties are in a safe, decent, sanitary condition and in good repair. HUD uses the results to assess the overall condition of portfolios currently under its jurisdiction.

## HUD Physical Inspections

**Are:**

- Objective
- Consistent
- Comprehensive
- A means to assist HUD to prioritize and direct its resources
- A method to determine that housing is **decent, safe and sanitary and in good repair**

## INSPECTION GUIDELINES

Once the inspection sample is generated, the inspector may begin the actual physical assessment. There are no set rules regarding the order of an inspection, but inspectors must record **all** inspectable items for each inspectable area of the property.

There are five inspectable areas:

- Site
- Building Exterior
- Building Systems
- Common Areas
- Dwelling Units

To ensure a successful, trouble-free inspection, inspectors should follow these guidelines:

- Answer resident questions, but direct specific complaints or concerns to the property representative or representative escort.
- Remind residents that the purpose of the inspection is to record the physical condition of the unit, not evaluate housekeeping.
- Record items **inside** the development/property. Inspectors should not inspect physical structures that are not under the control of the housing provider (e.g., city sidewalks and streets).
- Call out all deficiencies with the severity level to the property representative as you perform the inspection.



### Key Point:

If inspectors make a mistake and record a deficiency in an obvious wrong location in the UPCS software, PASS will reject the inspection. Recording a deficiency in a wrong location can affect the overall physical assessment score!

**UPCS**

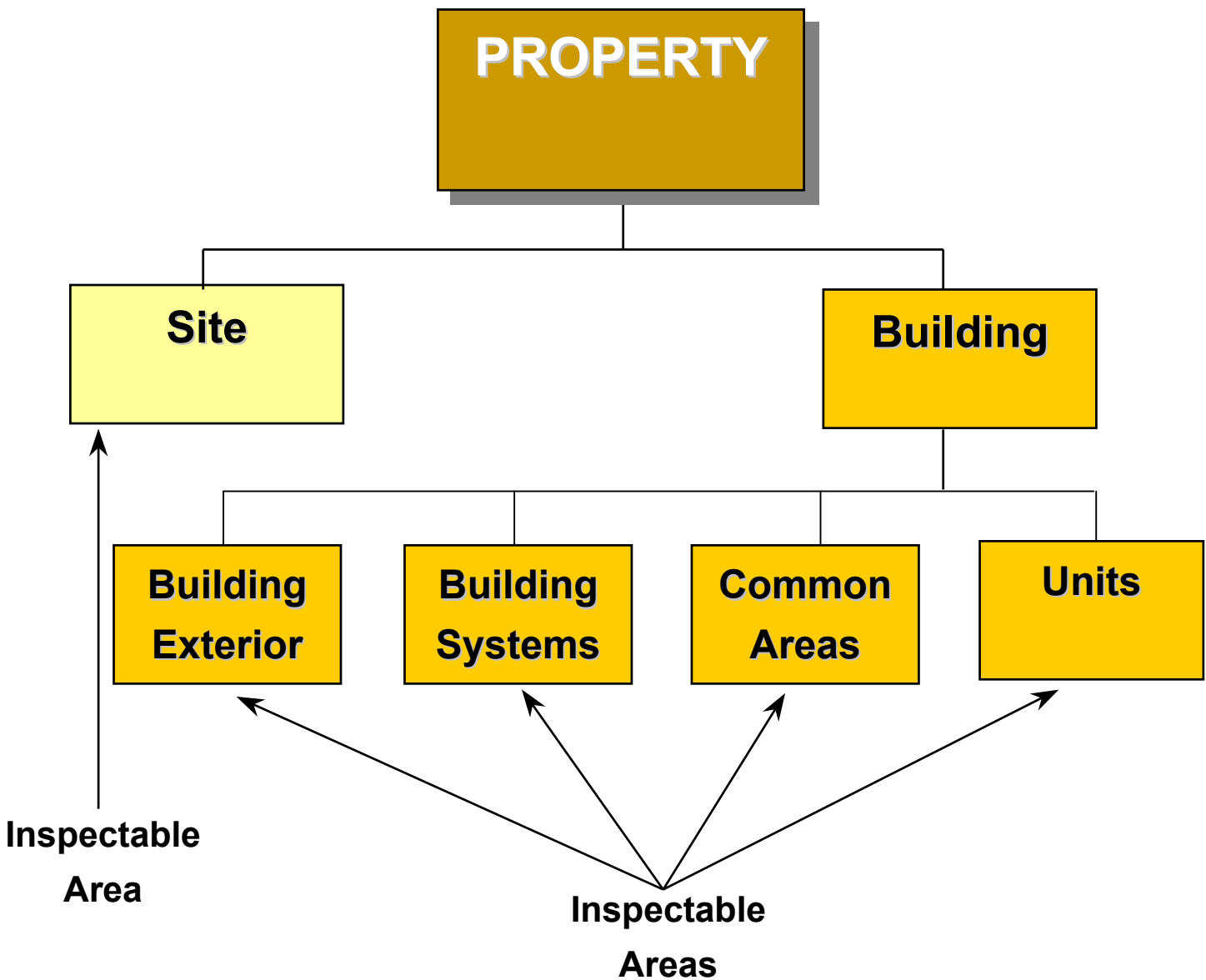
The **Uniform Physical Condition Standards (UPCS)** are the foundation of HUD's Physical Inspection Program.

The UPCS...

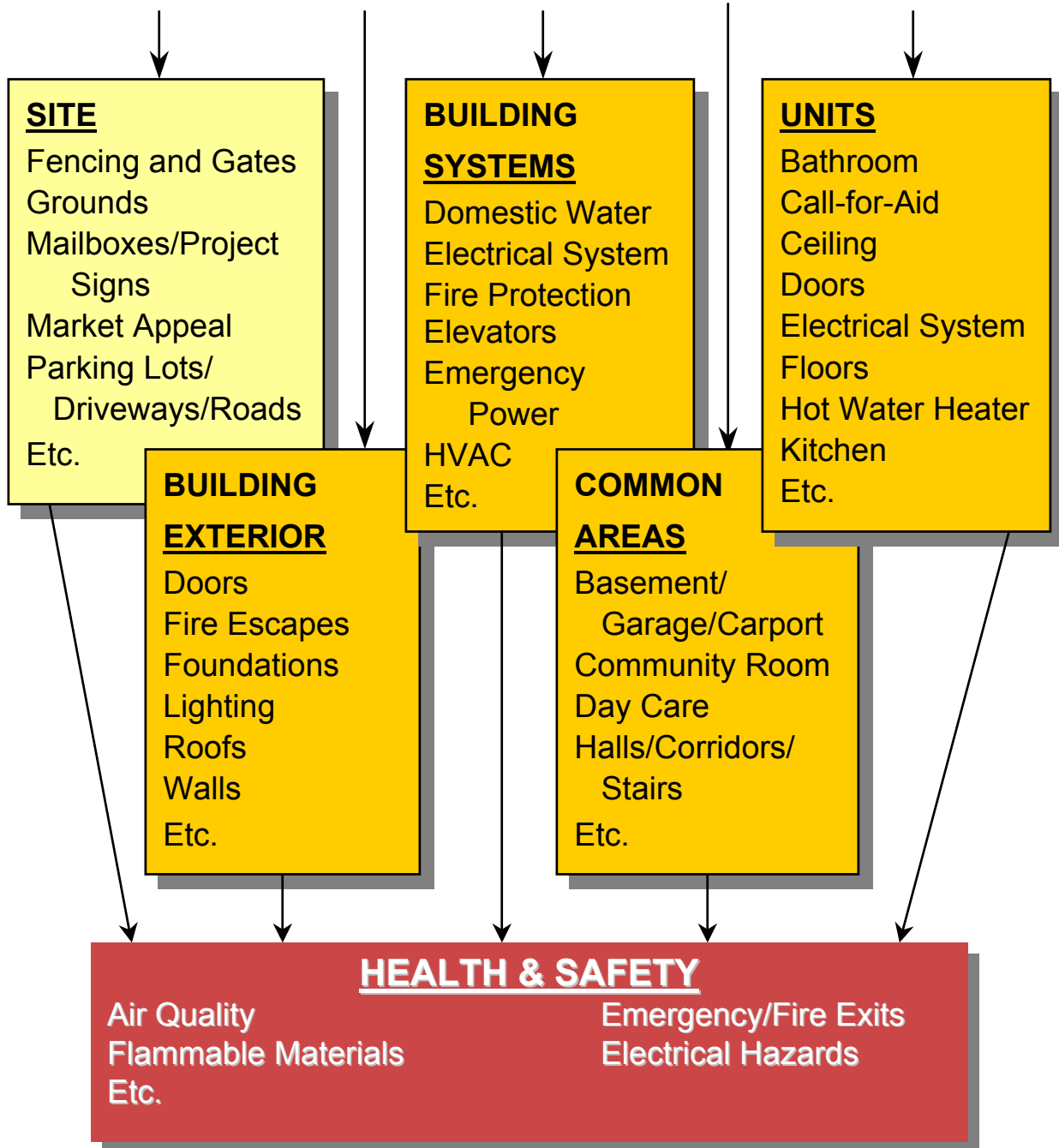
- Identifies the five inspectable areas and exigent health and safety hazards
- Establishes standardized definitions for inspectable items
- Is the basis for electronic inspections via UPCS software
- Provides uniform, objective protocol for performing inspections of all property types
- Provides the foundation for training inspectors

# UPCS SOFTWARE CONFIGURATION

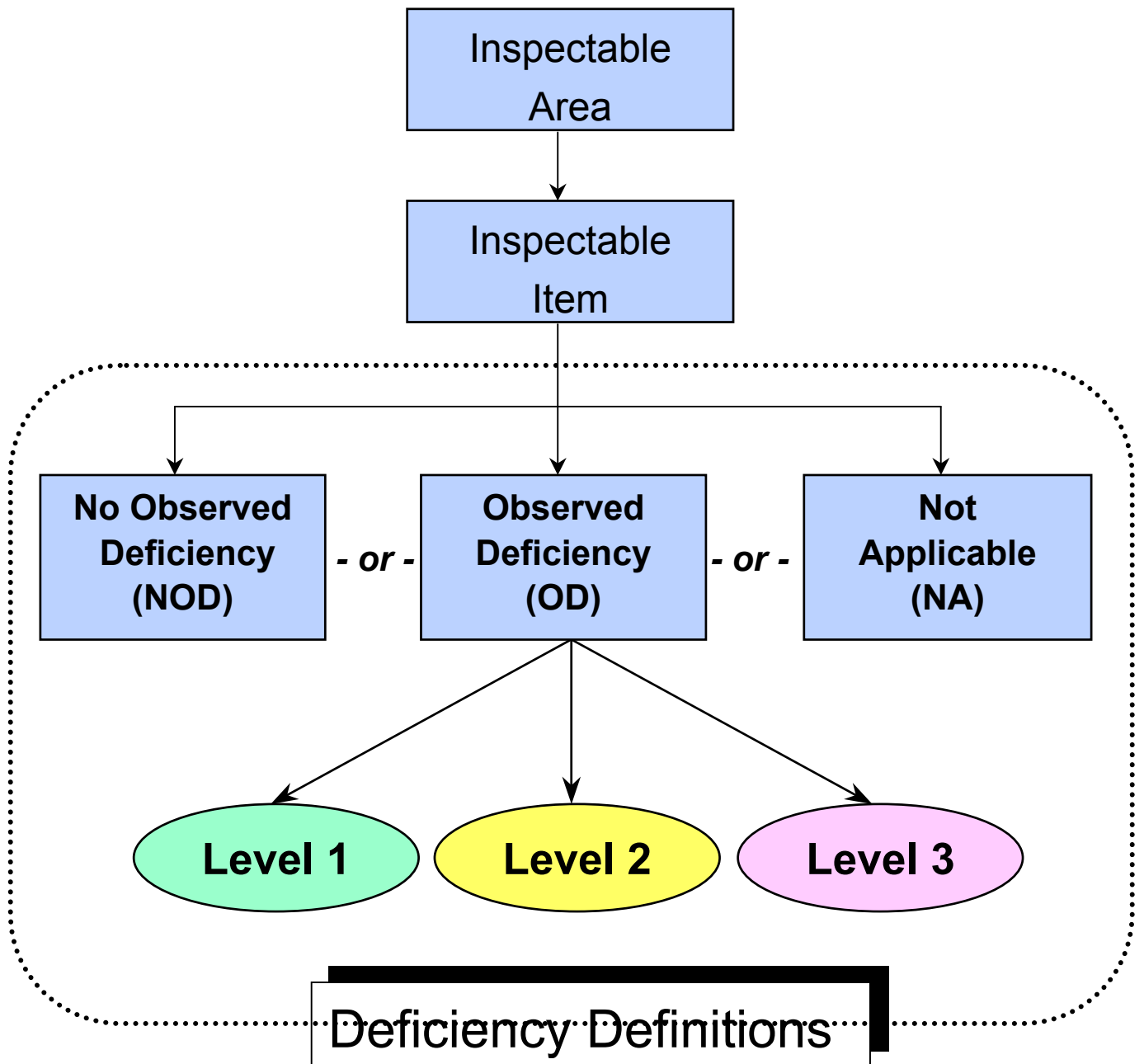
## INSPECTABLE AREAS



# UPCS SOFTWARE CONFIGURATION INSPECTABLE ITEMS



## UPCS SOFTWARE CONFIGURATION



## HEALTH AND SAFETY HAZARDS

HUD is very concerned about hazardous conditions, such as a blocked emergency exit, that pose a threat to the health and safety of the residents. All Health and Safety hazards **must** be recorded specifically as such in the DCD and brought to the attention of the property representative immediately.

The UPCS software contains a special section where the inspector must rate and record any observed Health and Safety hazards. Each item in the Health and Safety section has one or more possible deficiencies associated with it. Items in the Health and Safety section include:

- Air Quality
- Electrical Hazards
- Elevator
- Emergency/Fire Exits
- Flammable Materials
- Garbage and Debris
- Hazards
- Infestation

The inspector may manually record Health and Safety hazards for any inspectable area of the property during the course of the inspection. If an observed Health and Safety hazard does not fall under a specific item in the Health and Safety section, it can be recorded in the *Hazards, Other* section.

HUD has further determined that certain “standard” deficiencies can also create Health and Safety concerns. When these deficiencies are marked “Level 3”, they are automatically recorded as being Health and Safety hazards by the UPCS software.



## LIFE-THREATENING HEALTH AND SAFETY HAZARDS

Certain Health and Safety hazards are considered life-threatening. The following life-threatening health and safety hazards are listed on the *Notification of Exigent and Fire Safety Hazards Observed* form:

- A. Propane, natural, or methane gas detected
- B. Exposed wires or open electrical panels
- C. Water leaks on or near electrical equipment
- D. Blocked or unusable emergency or fire exits
- E. Blocked fire escapes or ladders
- F. Missing or misaligned chimney for gas-fired hot water heater/HVAC
- G. Window security bars preventing exit
- H. Expired fire extinguishers
- I. Inoperative/missing smoke detectors

A copy of the *Notification of Exigent and Fire Safety Hazards Observed* form is located in **Appendix A**, and will be covered in more detail in **Step 13**.

### What if I observe a life-threatening health and safety hazard in a building that is not included in the sample?

Life-threatening health and safety hazards pose a great threat to residents and other persons on the property. HUD seeks to provide immediate notification to property representatives so that they may take corrective action quickly. The UPCS software provides Comment space for **all** buildings, even if they are “not in the sample.” The comment space allows the inspector to record life-threatening hazards observed in buildings that are not inspected, but where you may encounter a life-threatening health and safety hazard.

Although life-threatening health and safety hazards recorded in uninspected buildings are not displayed on the Life Threatening Health and Safety Hazards Report screen generated at the close of the inspection, the inspector adds these defects to the *Notification of Exigent and Fire Safety Hazards Observed* form before providing a copy to the property representative.

## Important Links to UPCS Checklists and Standards

- UPCS Checklist:

[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_26481.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_26481.pdf)

- Dictionary of Deficiency Definitions:

[http://www.hud.gov/offices/reac/pdf/pass\\_dict2.3.pdf](http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf)

- UPCS Inspector Responsibility Overview:

[http://www.hud.gov/offices/reac/products/pass/PDFs/training23/1-inspector\\_guide\\_for\\_upcs.pdf](http://www.hud.gov/offices/reac/products/pass/PDFs/training23/1-inspector_guide_for_upcs.pdf)

**All links will be made available on the  
MaineHousing website under the Property  
Owners and Managers tab at the following  
location:**

[mainehousing.org/partners/partner-type/  
property-owners-managers](http://mainehousing.org/partners/partner-type/property-owners-managers)