Preparing for the REAC/UPCS Inspection

- REAC Inspection Structure
- Scoring
- Online Resources
- Pre-Inspection Check List
- Exigent Health & Safety (EH&S)
- Inspection Tips
- Volunteer Property Program
- Electrical Devices
- Online Training
- Important Documents

PHYSICAL INSPECTION STRUCTURE

PROPERTY

Site

Building

Building Exterior

Building Systems

Common Areas

Units

Inspectable Areas

Inspectable Areas

Inspectable Areas

Inspectable Areas
The inspector records the existence and the severity of deficiencies according to preset criteria.

Scoring is Based on Objective Data

Relative importance ("weights") were assigned to each physical area, item, and deficiency in the inspection protocol.

HUD applies the weights to the inspection data to compute the score.

The score is based on a 100 point scale.
The weights were assigned as part of a consensus process:

- Industry stakeholder input
  - Public Housing Authorities
  - Multifamily Housing (Owners / Agents)
  - Trade groups
  - PHA industry groups
- HUD information
- Trade professionals’ experience

Scoring Protocol

Scoring Dynamics

No Two Properties Are Alike

(For example, if there are no Common Areas on a property, the other inspection areas become more important)
Preparing for the REAC/UPCS Inspection

Online Resources

Physical Assessment Subsystem (PASS)
https://www.hud.gov/program_offices/public_indian_housing/reac/products/pass

Online Resources – Type hud.gov/reac

Physical Assessment Subsystem (PASS) Webpage
Preparing for REAC Inspections

(Advice for Public Housing and Multifamily Properties)

REAC provides the following guidance to assist the Property Owner/Agent (POA) for Multifamily properties in preparing for an inspection for the upcoming REAC inspections. All POAs of Public Housing Multifamily Properties should use this information to assist in their preparation for a REAC inspection.

PREPARING FOR A REAC INSPECTION:

Prior to the REAC inspection date the property should conduct a complete 100% inspection of the property. The inspection should include all five (5) Inspectable Areas: the Site, all Building Elements, all Building Systems, all Common Areas and all Units. The classification process is as follows; a building that is not determined to be in disrepair is considered to be in Acceptable Condition. In the event a building is determined to be in disrepair, it is classified as a Building in Disrepair. The inspection must be complete for all five inspectable areas for the upcoming REAC inspection.

1. This 100% inspection can be completed using the DOD 4.0 Public Version Software of the inspection software, which is available for download from the REAC website: http://www.reac.gov/dod4.0/dod4.0.htm

Preparing for the REAC/UPCS Inspection:

Paper based inspection form
Preparing for the REAC/UPCS Inspection

Exigent Health & Safety Defects

Special attention should be directed at any possible “Exigent (Life Threatening) Health & Safety” deficiency that may be found. They are:
- Propane, natural, or methane gas leaks
- Exposed wires or open electrical panels (Missing covers, Knock Outs, Gaps > 1/4”)  
- Water leaks on or near electrical equipment
- Blocked or unusable emergency or fire exits (Window A/C unit, furniture)
- Blocked fire escapes or ladders
- Missing or misaligned chimney for gas-fired water heater or HVAC unit
- Window security bars preventing exit
- Expired fire extinguishers
- Inoperative or missing smoke detectors

Preparing for the REAC/UPCS Inspection

Information for the Inspector

ON THE DAY OF THE INSPECTION HAVE THE FOLLOWING INFORMATION AVAILABLE FOR THE INSPECTOR:

• Certificates (if applicable) for: Boilers, Fire Alarm, Building Sprinkler System, Elevator and Lead Based Paint Report and Resident Disclosure form(s) if the property has a building built prior to 1978.
• Generator Run-up Records, Invoice from fire extinguisher service.
• Area Measures: Parking Lots / Driveways / Roads (square footage) and Walkways / Steps (square footage). Don’t rely on inspector’s estimate – worthwhile to measure it yourself.
• Rent Roll: Should be current for the day of the inspection and must contain all occupied units, vacant units, non-revenue units (occupied by Site Manager, other property staff, etc.), and bedroom sizes of all units. If the purpose of any of these dwelling units changes to a non-dwelling use you will need to inform the inspector and it must be removed from the unit count. (i.e. – Unit converted to an Office, Storage, Police Substation, Daycare, etc.)
• Site Map (if available): This enables the inspector to navigate the property with the escort in a more efficient manner.

Preparing for the REAC/UPCS Inspection

Information for the Inspector (cont.)

• Secure electrical devices
• Have keys ready – keep the inspector moving.
• Resident notification: Extend notification min. 2 extra days, address access to all areas.
Preparing for the REAC/UPCS Inspection

Property Staff Responsibilities

You are allowed to do the following during the inspection:

- In a unit or common area, the POA may install a light bulb to demonstrate that a permanent light fixture functions properly. If the permanent light fixture functions properly after installing the light bulb, it is not a defect.

- If a pilot light is out for one or more gas burners, the POA may light the pilot and test the burners. If all burners function after lighting the gas pilot light, an issue deficiency is recorded in lieu of a Level 2 or Level 3 deficiency.

- Electric Stove – if burners have been removed for cleaning, the POA will be allowed to plug burners back in to show all work properly (no repair is allowed). If all burners function properly, no defect will be recorded.

- Gas/Electric Stoves – if knobs are missing, the POA will be allowed to install knobs to show all burners/oven work properly. No defect will be recorded. If all burners/oven work properly, missing knobs will be a Level 1 deficiency if all burners/oven work properly.

- If the exhaust fan in the bathroom has been unplugged, the POA may plug the exhaust fan in and if it functions properly, there is no deficiency recorded. Deficiency items may be repaired after the inspector has finished recording the deficiency in their DCM.

Preparing for the REAC/UPCS Inspection

Property Staff Responsibilities (cont.)

You must do the following during the inspection:

- Open a closed bedroom or bathroom door.

- Operate the stove (with the inspector present).

- Ensure inspector can access all inspectable items – move knick-knacks off window sill, move chair in front of closet door, etc.

- Be prepared to test items located more than 8' above the floor, including Smoke Detectors, Exit Signs, Emergency Lights, but not Windows.

- Note that operating all windows for the inspector is not on this list.

Preparing for the REAC/UPCS Inspection

Additional Notes

- When the inspector contacts the property POA to schedule the inspection, it must be mutually agreeable.

- The inspection should take place only during normal business hours. Lunch breaks are determined by the Property.

- You should not schedule the maintenance/service of any of the inspectable items the day of the inspection, i.e. elevators – “Out of Order” due to planned maintenance will be cited for a Level 2 deficiency. - Does not apply to emergency work orders.

- Work in Progress – if buildings or units are occupied and rehabilitation work is in progress during the inspection, the inspector must inspect the buildings or units. All deficiencies are recorded, even defects associated with ongoing work in progress during the REAC inspection.

- Temporary Offline Buildings – Buildings, Units, Portions of Buildings may be taken offline during the inspection.
Preparing for the REAC/UPCS Inspection: The Volunteer Property Program

The Volunteer Property Program gives property owners the opportunity to voluntarily participate in a training program for our UPCS Phase II inspector candidates, which will essentially provide you with a free "Pre-REAC" non-scored inspection.

Preparing for the REAC/UPCS Inspection: The Volunteer Property Program

The inspections:
• Are for training purposes only and will not be the inspection of record.
• Are "free" and will include each of the five inspectable areas (site, building exterior, common areas, building systems and units).
• Will have no negative consequences. It is much like a "Pre-REAC" inspection but will be limited to a sampling, not a 100 percent unit inspection.
• Will be attended by a REAC Quality Assurance Inspector, as well as a UPCS inspector candidate.
• Will be of varying size and configuration and will consist of one inspection per day for a total of three days.

Preparing for the REAC/UPCS Inspection: The Volunteer Property Program

If you are interested in voluntarily participating in this training process, please enter the data for each property on the attached Excel spreadsheet and send it to reac_quality_assurance@hud.gov. If you have any questions concerning this process you can also send an email to this address.

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<th>Property Name</th>
<th>Property Address</th>
<th>City</th>
<th>State</th>
<th>Building Count</th>
<th>Unit Count</th>
<th>Single or Scattered Site</th>
<th>Zip</th>
<th>Property ID</th>
<th>Point of Contact Name</th>
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Understanding REAC’s inspection of Electrical Devices

The three most common types of electrical devices that may be found on properties:

(A) Timer - An electrical device that is used to automatically turn lighting, lawn sprinklers or other equipment on or off at a predetermined time and/or date.

(B) Disconnect – An electrical device designed to interrupt the flow of electricity to a specific piece of equipment or a specific area of a building and/or unit. While inspecting electrical equipment the inspector will not touch or move the “cut-off” handle.

(C) Panel - This electrical device contains either multiple breakers or fuses and is used to distribute power to multiple locations within a building and/or unit.
Understanding REAC's inspection of Electrical Devices

Scenario #2: The interior door is observed to be unsecured.

Protocol: Inspector will open cover to ensure that the interior cover is secure, unsecured, and that there are no exposed live wiring and/or connections.

Defect: No defect

Guidance:

- Conclusion/Defect: "Electrical System" - Items that are not secured must be inspected prior to opening to inspect for defects.
- This covering is secured and therefore will not be opened to inspect.

Understanding REAC's inspection of Electrical Devices

Scenario #2: The interior door is observed to be unsecured.

Protocol: Inspector will open cover to ensure that the interior cover is secure, unsecured, and that there are no exposed live wiring and/or connections.

Defect: No defect

Guidance:

- Conclusion/Defect: "Electrical System" - Items that are not secured must be inspected prior to opening to inspect for defects.
- This covering is secured and therefore will not be opened to inspect.

Understanding REAC's inspection of Electrical Devices

Scenario #2: The interior door is observed to be unsecured.

Protocol: Inspector will open cover to ensure that the interior cover is secure, unsecured, and that there are no exposed live wiring and/or connections.

Defect: No defect

Guidance:

- Conclusion/Defect: "Electrical System" - Items that are not secured must be inspected prior to opening to inspect for defects.
- This covering is secured and therefore will not be opened to inspect.
Understanding REAC's inspection of Electrical Devices

**Scenario R5**: The document door is observed to be removed.

**Protocol**: Inspector will open document to inspect for any bare electrical wiring and/or connections that may be exposed. This document is not designed with an interior door but because the device is unsecured and the bare wiring and connections are exposed or unsecured the inspector will remove the door and inspect.

**Defect**: A bare electrical wiring and/or connections that may be exposed.

**Level**: N/A

**Guidance**: Regardless of the design, if the document is found to be removed or the area is not secured and the bare wiring and/or connections are exposed or unsecured the inspector will inspect.
Understanding REAC’s inspection of Electrical Devices

**Scenario #1:** The disconnect door is observed to be secured with the plastic film.

**Protocol:** Inspectors must ensure that the device, whether it is a switch, fuse, etc., is properly securing the door. If so, the inspector will not open this device. The completion bulletin is not secured as requiring a tool, key, system, etc. to open the cover (as it cannot be opened with a bare hand).

**Defect:** No Defect

**Guidance:** Completion Bulletin:
- Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service.
- This disconnect is secured and therefore will not be opened to inspect.

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**Scenario #2:** The disconnect door is observed to be unsecured.

**Protocol:** Inspectors will open the disconnect door to inspect for any bare electrical wiring and/or connections that may be exposed.

**Defect:** There are one defect for being unsecured when doing so causes bare wiring and/or connections to be exposed. Because some disconnects are designed with an interior cover and some are not, the defect, if any, can only be assessed after opening the interior cover of the disconnect box.

**Guidance:** Completion Bulletin:
- Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service.

---

**Scenario #3:** The disconnect door is designed with an interior cover and is in place and securing during the inspection.

**Protocol:** Inspectors will open the disconnect door to ensure that the interior cover is blocking, securing, and that there are no exposed bare wiring and/or connections.

**Defect:** No Defect

**Guidance:** Completion Bulletin:
- Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service.
- This disconnect is unsecured but when opened all the electrical wiring and connections are covered by the interior cover.
Understanding REAC's inspection of Electrical Devices

**Scenario #1:**
- Panel is intended to be accessed and/or inspected for any signs of wear, tear, or damage.
- Inspectors should check for any wear on the panel surfaces and ensure all electrical components are in good working condition.

**Protocol:**
Inspections should be conducted regularly to ensure the panel is safe for use.

**Defect:**
No defect identified.

**Level:**
N/A

**Definition:**
Deficiency found in the panel, such as wear or damage, indicating it needs to be replaced.

**Resolution:**
Replace the panel to ensure safety and functionality.

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Understanding REAC's inspection of Electrical Devices

**Scenario #2:**
- Switches are expected to be in the "Off" position before any inspection.
- Inspectors should verify that the switches are properly labeled and accessible.

**Protocol:**
Inspectors must check that all switches are in the "Off" position before proceeding.

**Defect:**
No defect identified.

**Level:**
N/A

**Definition:**
Deficiency found in the switches, such as mislabeling or improper placement, indicating it needs to be corrected.

**Resolution:**
Correct the labeling and placement of switches to ensure safety.

---

Understanding REAC's inspection of Electrical Devices

**Scenario #3:**
- Breaker boxes should be checked for any signs of wear or damage.
- Inspectors should ensure all connections are secure and free of any hazards.

**Protocol:**
Inspectors must check for any signs of wear, tear, or damage on the breaker box.

**Defect:**
No defect identified.

**Level:**
N/A

**Definition:**
Deficiency found in the breaker box, such as wear or damage, indicating it needs to be replaced.

**Resolution:**
Replace the breaker box to ensure safety and functionality.

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Understanding REAC's inspection of Electrical Devices

**Scenario #4:**
- Electrical panels should be checked for any signs of wear or damage.
- Inspectors should ensure all connections are secure and free of any hazards.

**Protocol:**
Inspectors must check for any signs of wear, tear, or damage on the electrical panels.

**Defect:**
No defect identified.

**Level:**
N/A

**Definition:**
Deficiency found in the electrical panels, such as wear or damage, indicating it needs to be replaced.

**Resolution:**
Replace the electrical panels to ensure safety and functionality.
Understanding REAC’s inspection of Electrical Devices

Scenario: Inspecting an open fuse box.

Posture: Inspector will inspect for missing/removed cover plates or switches.

Details: Missing cover plate.

Level 1: Deficiency: Effect: A missing cover plate, which covers wires to be exposed.

Deficiency: Definition: A missing cover plate, which covers wires to be exposed.

Understanding REAC’s inspection of Electrical Devices

Scenario: Inspecting a circuit breaker box.

Posture: Visual inspection, look for an open circuit breaker.

Details: The circuit breaker is open.

Level 1: Deficiency: Effect: An open circuit breaker.

Deficiency: Definition: An open circuit breaker.

Online Training
Online Training

Online Training – Dine & Learn Webinars

Online Training – Dine & Learn Webinars
Preparing for the REAC/UPCS Inspection

Critical Documents

- **Revised Dictionary of Deficiency Definitions** URL: go to the “Physical Inspection Library” at: [http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/library?libraryType=phy], then scroll to the heading “Notices and User Guides – Physical Inspections” and select “Dictionary of Deficiency Definitions”. This will take you to the PDF file labeled “Revised Dictionary of Deficiency Definitions” dated August 9, 2012. It is 90 pages long.


Questions?