


Effective Date: October 2, 2017

REAC Compilation Bulletin



RAPID 4.0 VERSION 3


FORMAT & ORGANIZATION

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VERSION 3 CHANGES EFFECTIVE OCTOBER 2, 2017

- Version 3 is a more inclusive document – no arbitrary size limit
- Extensive use of photographic examples
- Easily searchable .pdf format
- Industry Standard guidance has been fully integrated into CB
- Includes detailed instructions for inspectors on new LBP Inspection report requirements
- Instructions for inspectors on temporary and permanent offline buildings have been clarified



These configurations do not require a permit

Four configurations shown, not represented by a handling sequence in handout on all hand size side



Insulated glass and thermal pane windows that show evidence of seal leakage such as condensation or discoloration between glass panes must be recorded as [Crack, Seal, or Glazing Compound] (includes Thermopane or insulated windows), [Detached or Missing], [There is condensation or discoloration between the glass panes of a thermopane] in the appropriate inspectable area.

VERSION 3 CHANGES
EFFECTIVE OCTOBER 2, 2017
INDUSTRY STANDARD REPAIR NOTICE

D. INDUSTRY STANDARD REPAIR NOTICE. This notice provides clarification concerning inspection procedures to be followed by all Uniform Physical Condition Standard (UPCS) inspectors who conduct physical inspections of HUD assisted and insured properties. The inspection procedures are applicable to all properties that are subject to UPCS physical inspections.

1. Standard. All repairs to address UPCS deficiencies in preparation for a REAC inspection shall be made in a good and workmanlike manner with materials that are suitable for the purpose and free from defects. The phrase "good and workmanlike manner" means: a. Ensuring that the component, as repaired, performs its intended function/purpose; and b. Finishing the repair in a manner reasonably compatible with design and quality of the original and adjoining decorative materials.

2. Clarifying Guidance. Each repair is made in accordance with the industry standard for the inspectable item (e.g., a hole in the drywall is repaired using the same or equivalent materials, materials have the same texture, minimal deviation from and/or have an indistinguishable difference from the original esthetics/appearance.) A deficiency will be recorded for each sub-standard repair made to avoid or disguise an observed deficiency based on the size of the area affected and/or the item inspected.

➤ This notice is not intended for our UPCS inspectors to use as a means to record inspectable items as being deficient due their own preference or bias.

➤ It should not be used to address code issues.

➤ The inspector will enter "NIS", meaning Not Industry Standard, in the comments field for each deficiency that the inspector records due to the substandard repair and will provide a detailed comment for each explaining the circumstances for the NIS recording. This will allow REAC to track where and how many times these types of issues occur.

➤ For additional guidance refer Inspector Notice No. 2016-03 at https://portal.hud.gov/hudportal/documents/huddoc?id=ia_notice2016-03.pdf

INSPECTOR NOTE: Often, when properties are making or have made repairs to walls, floors, ceilings, etc., the new materials will not be an exact match to the original material colors. The inspector must use their best judgement and professional common sense when determining whether this is an acceptable repair or not.

VERSION 3 CHANGES
EFFECTIVE OCTOBER 2, 2017
RULES FOR INSPECTOR CONDUCT

➤ A tape measure, flashlight, and a means to test inspectable devices up to 8 Feet, are the minimal tools required during all REAC inspections. The inspector will not carry any type of testing equipment such as: GFCI tester, Canned Smoke, etc.

➤ Inspectors are not allowed to use occupied unit bathrooms or the use of resident's furniture to take breaks.

➤ Profile Verification: The inspector shall contact REAC TAC prior to generating the sample to verify HUD's interest on the property for both Multi-family and Public Housing.

➤ Inspectors should not enter units prior to 9 AM or after 6 PM.

➤ 1. The Inspector is not allowed to smoke or use tobacco products including e-cigarettes, anywhere on the property.

VERSION 3 CHANGES
EFFECTIVE OCTOBER 2, 2017
CLARIFIED CAUSE & EFFECT

Clarified cause and effect to stop inspectors from penalizing property twice for one defect.

CAUSE AND/OR EFFECT: TWO DEFECTS IN SAME AREA – ONE CAUSED THE OTHER.

1. If one deficiency creates another deficiency that is not an H&S, the inspector will record either the cause or the affect – but not both. For example, if you see both cracks/gaps and missing pieces/holes/spalling in the same area of an exterior wall, do not record both, record only one of the two, either the "cause" or the "affect", whichever is the higher-level deficiency of the two.

2. However, if an inspectable area deficiency also causes a Health and Safety (H&S) deficiency, the inspector must record both the "cause" and the "affect". For example, a broken window pane creates an H&S sharp edge – record both.

3. In the 4.0 software inspectors are required to record every observed deficiency of the same type regardless of the number of times it is observed. If the defect is of the type that is cumulative, the inspector will record each individual defect until it reaches the threshold for the next level. At that time the inspector will select the next level deficiency and enter a comment detailing the exact locations for each of the individual observations for this deficiency. (Some examples of cumulative inspectable items are: Site -Graffiti, Unit – lighting, Systems – Fire Extinguishers)

VERSION 3 CHANGES
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DEFINITION OF A BUILDING

Clarified definition of a building and gives examples of common connections and guidance on determining the number of buildings.

A. BUILDING

Building Definition: An individual building is any structure that has a contiguous roofline, a permanent foundation (including pier foundations poured to bearing soil and below frost line), is enclosed on all sides and has at least one utility servicing it such as electric, gas, water, or sewer.

1. When determining the "Contiguous Roofline" for multiple connected structures with varying roof elevations, the roof over the following connecting common areas shall not be included in determining the number of buildings: hallways, stairways, covered patios/porches, canopies, covered walkways, etc. The defect(s) observed in these common areas should be recorded in the nearest attached structure or the lowest alphanumeric named building.

2. Building type: To determine the building type the inspector will first use the exterior building design/layout, and then if necessary, the unit counts to determine the building type. Exception: The "building type" category for a group home located in a converted single-family house is "Walk-up/Multifamily Apartments" or "Elevator Structure," as applicable.

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Example 1: Regardless of the type of common area connecting the structures it is two buildings.



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CLARIFIED FENCES & GATES

Clarified how inspector should record missing/damaged/inoperable gates.

Any missing gate or gate with missing/defective hardware, including motorized operators, shall be recorded as "Site/Fencing & Gates/Security" Fencing or gate is missing a section or uprooted".



VERSION 3 CHANGES
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CLARIFIED GRAFFITI

Clarified guidelines for graffiti to include various mediums other than spray paint.

D. MARKET APPEAL – GRAFFITI

1. Regardless of the medium used (spray paint, chalk, etc.) to create crude inscriptions, gang signs, symbols, drawings, etc., it will be recorded as graffiti if observed from 30 feet away. **EXCEPTION:** No deficiency will be recorded by the inspector if he/she observes that sidewalk chalk has been used to create game boards such as hopscotch, etc. on flat ground surfaces like walkways and parking lots.



VERSION 3 CHANGES
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EXTERIOR STAIRS & WALKWAYS

Changed the ways stairs are classified. No longer automatically a Site deficiency.

In the past, any stairs or landings (not under roof) outside the face of the building were to be addressed as part of the site. If a defect was observed it would be recorded as a site – walkways/steps defect.

The new protocol will be as follows: Any stairs/steps that are not under roof and are not directly connected to either the building or unit porch/landing will be associated with the site.



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EXTERIOR STAIRS & WALKWAYS



These steps are inspected as part of the unit because they are adjacent to and attached directly to the porch of this single-family home.

These steps are inspected as part of the site because they are not adjacent or attached directly to the porch of the single-family home.

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WINDOWS

Operable windows with their locking mechanisms at 8' or higher from the floor/landing are no longer required to be inspected for correct operation, but a visual inspection must be conducted by the inspector for broken/cracked glass, seal damage, etc.



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EXTERIOR WALL VENTS

If any wall exhaust vent penetration has missing slates or openings in the cover plate; it is considered as a level 3 hole in the wall.



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ELECTRICAL

Inspection of Zip Ties: If the inspector sees a reason why they should be tested (e.g. sun baked, color is worn and faded, etc.) and when tested it breaks off in their hands and exposes bare electrical wiring or connections to be exposed, it is a defect. Otherwise, if the zip tie breaks when tested, but no bare wiring or connections are exposed, it is not a defect. This does not imply that every zip tie on every property must be tested. Professional common sense must be applied for this situation on a case-by-case basis.



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CHAIR LIFT/STAIR LIFT

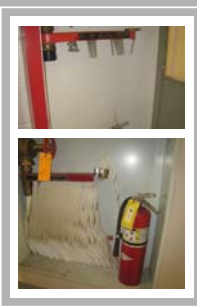
CONVEYANCE SYSTEMS: By the UPSCS protocol, any conveyance system such as a **chair lift** or **stair lift** is considered an elevator. In instances where these conveyance systems are not inspected by a third party, the POA shall demonstrate to the inspector that the lift performs each function as designed by the manufacturer. If it is found to be defective, it shall be recorded as an inoperable elevator (Level 3).



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FIRE HOSES/FIRE CABINETS

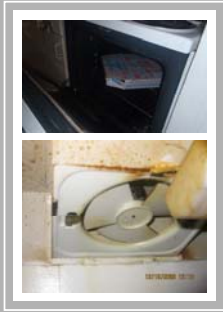
Fire Hoses:

1. If all fire hoses and hanger hardware have been removed from within a hose cabinet a deficiency should not be recorded. It is permitted for the fire hose cabinets to be left in place.
2. If the fire hoses have been removed and the hanger device is still in place, the missing fire hoses will be counted by substituting the fire hoses for the fire extinguishers within the deficiency for Fire Protection. It shall be recorded as follows: [Systems], [Fire Protection], [appropriate floor level], [Fire extinguishers or fire hoses are missing, damaged, or expired].
3. The UPSCS protocol does not require fire hoses to have inspection tags. Do not record a deficiency for fire hoses with expired or missing tags.



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STOVES AND RANGES

- If aluminum foil is in the oven or on top of the stove, this is not a defect.
- If flammable items are found on top of the stove or stored inside of the oven (e.g. pizza box, plastic containers/bags, etc.), it shall be recorded as a "Hazards –Any Other Hazard".
- If the range hood is missing the filter, and there is no operable window in the area, an inoperable level three deficiency shall be recorded. The filter is an integral part of this appliance that significantly reduces the pollutants entering the motor housing and kitchen area. When the filter is missing, the inspector will not record a health and safety for sharp edges.



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BURN MARKS ON ELECTRICAL DEVICES

Any burnt electrical outlet shall be recorded under the appropriate inspectable area as [Health and Safety], [Hazards], [Any Other - This does pose a risk of bodily injury]. See an example of a burnt electrical outlet below.




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WINDOW LOCKS/HARDWARE

- A stick is no longer an acceptable alternative to an inoperable lock for a window. A stick may be used as a secondary lock but cannot be used as a primary means of securing the window (applies to sliding glass doors also).
- 9. All window locks are to be evaluated for function. For example: if a window is designed with two separate locks and one does not properly operate, then the inspector is to record an inoperable lock level 3 in the appropriate area for the one inoperable/missing lock.
- 10. If a wood or vinyl window is originally designed with two locks, they both must function as designed. If either lock is deficient it must be removed and replaced with a similar locking device. Thumb latches are not an acceptable alternative for wood or vinyl windows.
- 11. Thumb latches are an acceptable alternative only for aluminum framed windows if they can be operated without the use of a tool. If they cannot be removed by hand, the deficiency shall be recorded under the appropriate area.
- 12. Sash pins are **NO LONGER** acceptable as a substitute for defective balance(s), or a replacement lock.

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CALL-FOR-AID**

The correct length of the Call-For-Aid cord should be baseboard height. If not, then a deficiency must be recorded as ... [Tested - Call-for-Aid as installed does not serve its intended function].



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DOOR HARDWARE**

A missing strike/latch plate from the door frame shall be recorded as missing hardware under the appropriate inspectable area.



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ENTRY DOOR HARDWARE**

Entry doors are often installed with multiple locking and/or security devices such as: a privacy lock, a single cylinder deadbolt, and a slide/chain type security lock. Each will be inspected for correct operation if present during the inspection. Exception: The inspector, when inspecting the slide/chain type security devices, must use his/her judgment to determine if it was installed by the property or the resident. i.e. If most units have these type devices then it will be inspected and if found deficient it will be recorded, but if the inspector observes that only some of the units have these devices, the inspector will not record a defect.

Here are some, but not all, examples of the entry door safety devices.



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ENTRY DOOR HARDWARE**

If a unit entry door has a hasp lock (regardless if pad lock is present), a blocked primary egress shall be recorded.



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QUESTIONS?
