

# MAINTENANCE GUIDEBOOK II INSPECTION OF DEVELOPMENTS

## CHAPTER TWO - SCOPE AND SCHEDULE

### SECTION A PLANNED AND SCHEDULED INSPECTIONS

#### 1. REQUIRED ANNUAL INSPECTIONS

HAs are required to perform annual inspections of their units and major systems, to track the inspections, and to repair the identified defects. With the information derived from annual inspections, the HA can schedule the required maintenance of the development's buildings, grounds, public-use areas, service systems, and living units, and budget expenditures for these tasks.

The intent of living-unit inspections is to ensure that units are in decent, safe, and sanitary condition as required by the Annual Contributions Contract (ACC). For this purpose, HAs may use the Section 8 Existing Housing Program Housing Quality Standards (HQS), which, however, establish only minimum habitability standards. Where standards of local health or housing codes and regulations exceed HQS, the HA inspection standard should be raised. HAs are expected to maintain their developments, including living units, in full compliance with all applicable local codes and regulations, and to preserve the physical condition of those living units and developments which have recently been built or modernized. HUD Form 52580 (see Appendix A), or other similar forms, may be used for inspections with due respect to the aforementioned concepts.

Timing of the annual inspections is left to the discretion of each HA. Once the unit inspection has been scheduled, the resident should be notified in writing of the actual date, as stipulated in the lease—usually at least 48 hours before the inspection is to take place. The HA should encourage the resident to be present for the inspection. If it is determined that a unit, or its equipment, has been damaged beyond normal wear-and-tear, the resident should be informed that the correction costs are chargeable against his or her account.

Whether the system for tracking inspections and repair of identified defects is manual or computerized, it is important to identify the location and quantity of every item or system component to be inspected or tested and to establish specifically who will conduct the inspection and generate the work order.

## **2. PERIODIC INSPECTIONS**

Periodic inspections are performed on regular schedules determined by manufacturer's recommendations, by codes, regulations, or safety standards, or by an HA's experience (for instance, particular equipment which needs more frequent inspection than the manufacturer recommends or codes require).

Examples of items and systems that are inspected periodically are elevators, electric transformers, emergency lighting and standby generators, heating plants, storm and sanitary drain systems, cathodic protection of gas pipelines, and vehicles. Since a specific inspection program must be customized for each component in a development, some elements for several service-system components are presented in Appendix B.

### **a. Preventive Maintenance Inspections**

Preventive maintenance inspections are in this category, since they should be regularly scheduled and may be inspected more frequently than annually. As with other inspection programs, the goal is to inspect and maintain these facilities and systems routinely to extend their useful life and to ensure that residents receive the full benefit of them. Examples of items periodically inspected under the preventive-maintenance plan might be exterior building surfaces, roofing, and heating and cooling systems. (See Guidebook One, Chapter Two, Section E, and Guidebook One's Appendix C for sample preventive maintenance schedules.)

### **b. Site or Daily Upkeep Inspection**

Site inspection is done to ensure that all areas within the developments outside of the living units are, at a minimum, safe, clean, attractive, and free of debris, since the condition of outside grounds and interior common areas have a great impact in shaping both the residents' attitudes and the public image of the development.

This inspection program covers a multitude of areas within the site, such as lawns, landscaping yards, sidewalks, fencing, parking areas, lobbies, and common entries. The inspection form should provide adequate space to record the development name and address, the date of inspection and name of the Inspector, and the description and location of any deficiencies and action taken to correct them. (See Appendix C for sample form.)

## **SECTION B ONGOING INSPECTIONS**

### **1. UNIT TURNOVER INSPECTION**

Although the number of unit turnover inspections required for a given year may be estimated, they cannot all be planned, since some moves are unforeseen. The three main types of unit-turnover inspections are:

- Move-out Inspections;
- Vacancy Turnaround Inspections (which occur while a unit is being prepared for reoccupancy);
- Move-in Inspections.

These inspections are treated in greater detail in Guidebook One, Chapter Six, and in Appendix D to Guidebook One.

### **2. EMERGENCIES**

Inspections related to emergency situations cannot be scheduled in advance, although they must be accounted for in the Annual Plan of the HA's Maintenance Program (see Guidebook One, Chapter Two, Section F).

**END OF CHAPTER TWO**