

# Preparing for the REAC/UPCS Inspection

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## 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

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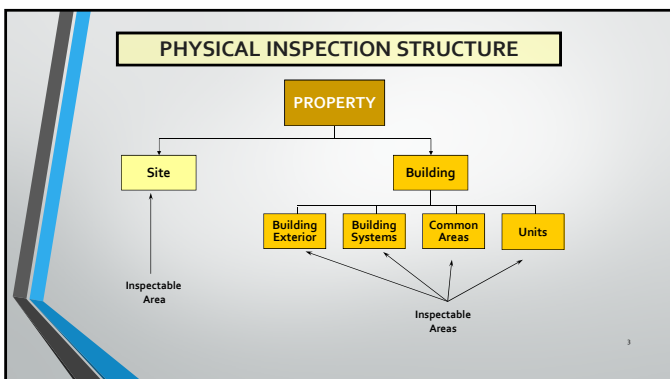
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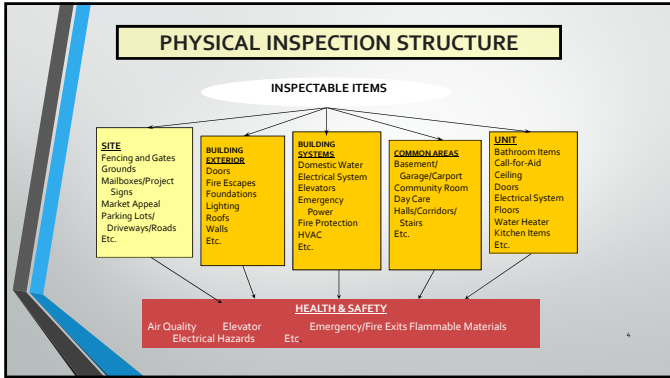
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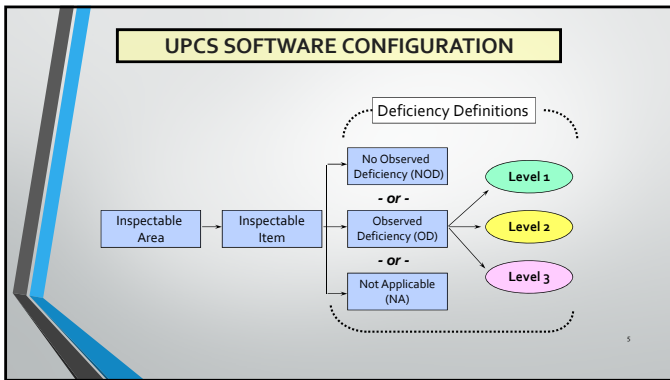
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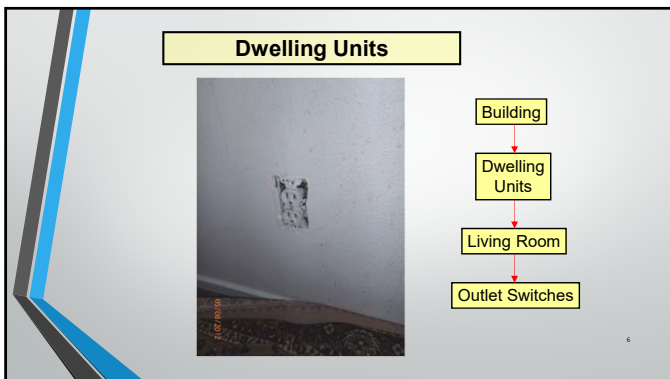
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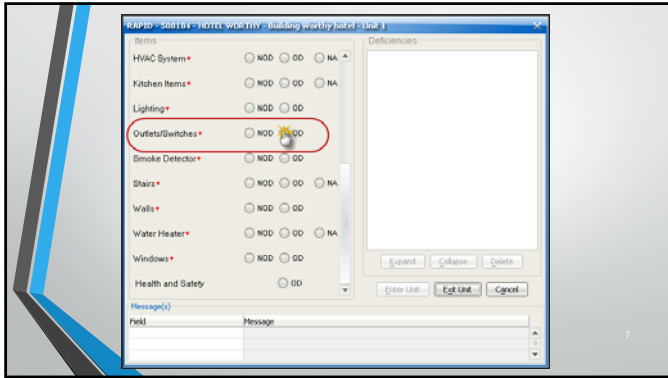
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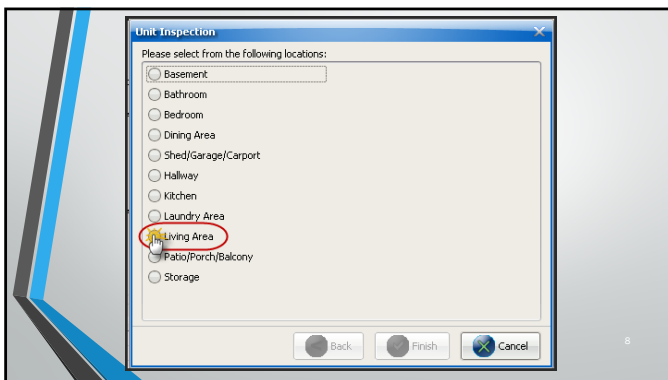
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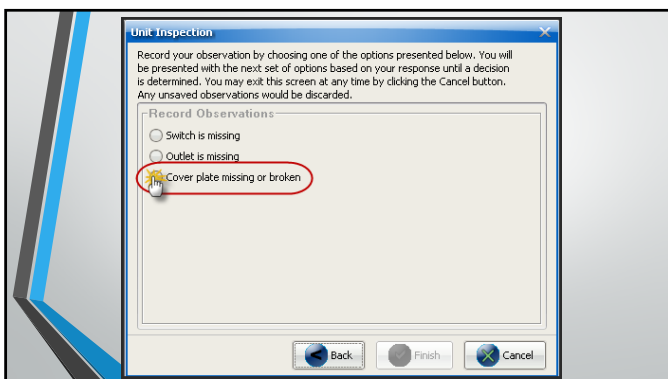
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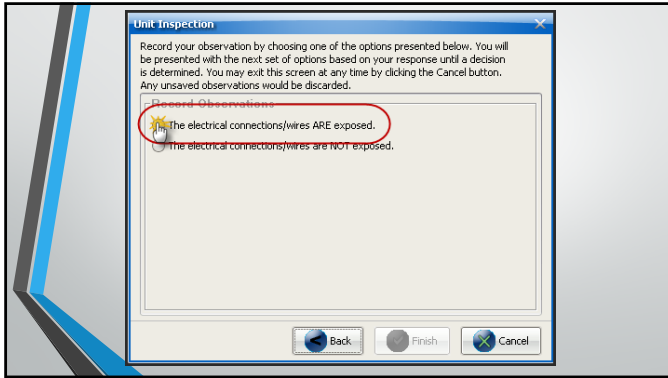
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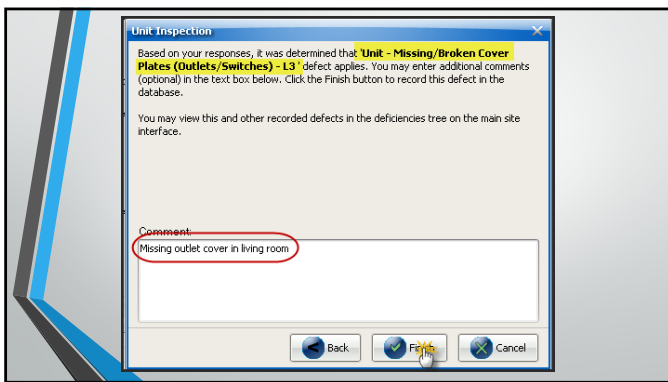
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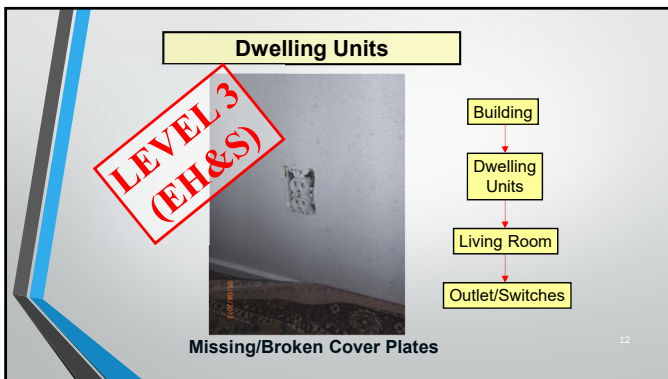
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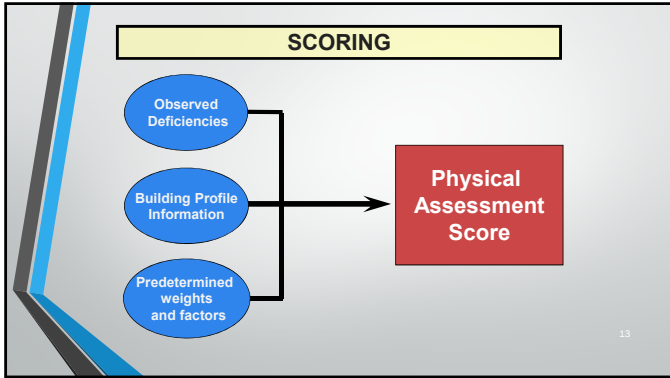
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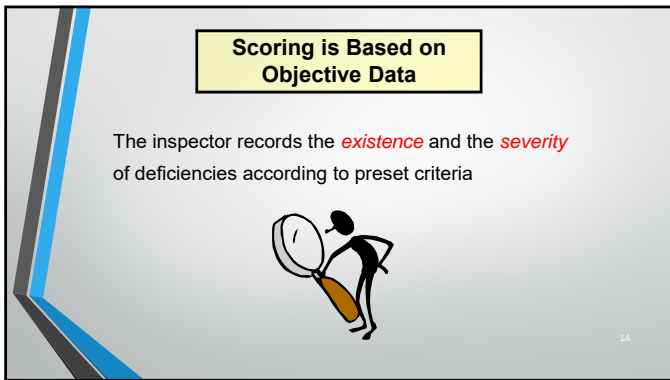
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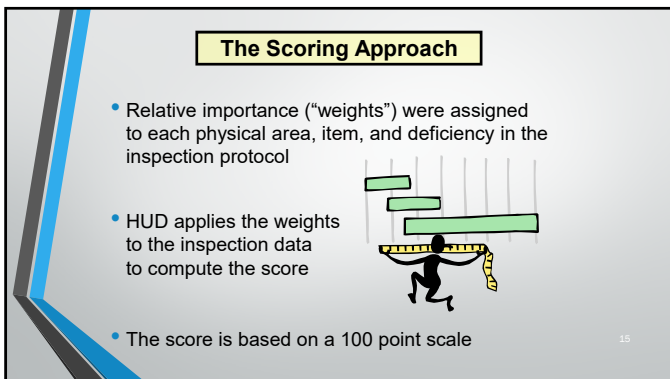
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### Scoring Protocol

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



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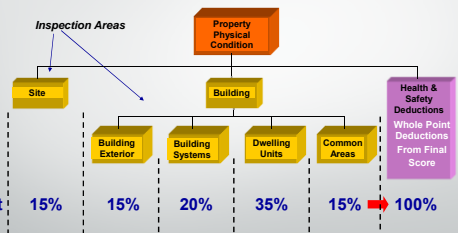
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### Scoring Dynamics



	Site	Building				Health & Safety Deductions	
Wgt	15%	15%	20%	35%	15%	100%	
		Building Exterior	Building Systems	Dwelling Units	Common Areas	Whole Point Deductions From Final Score	

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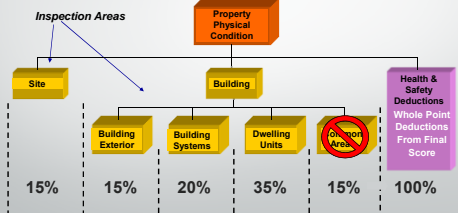
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### No Two Properties Are Alike

(For example, if there are no Common Areas on a property, the other inspection areas become more important)



	Site	Building				Health & Safety Deductions	
Wgt	15%	15%	20%	35%	15%	100%	
Wgt	18%	18%	23%	41%	0%	100%	
		Building Exterior	Building Systems	Dwelling Units	Common Areas	Whole Point Deductions From Final Score	

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## Preparing for the REAC/UPCS Inspection

### Online Resources

#### Physical Assessment Subsystem (PASS)

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/reac/products/p/rodpass](https://www.hud.gov/program_offices/public_indian_housing/reac/products/p/rodpass)

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## Online Resources – Type [hud.gov/reac](http://hud.gov/reac)



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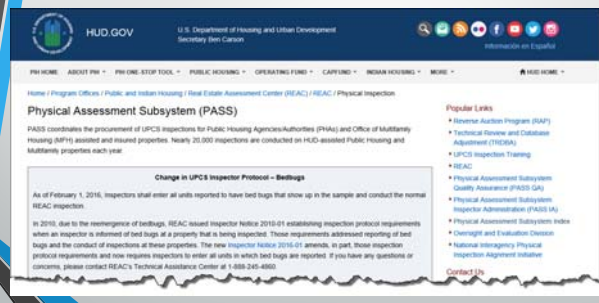
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## Physical Assessment Subsystem (PASS) Webpage



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**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

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**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.

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**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.

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### 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 a 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, a Level 1 deficiency is recorded in lieu of a Level 2 or Level 3.
- 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 repairs are allowed). If all burners function properly, no defect will be recorded.
- Gas/Electric Stoves – if knobs are missing, the POA will be allowed to find and install knobs to show all burners/oven work properly. No defect will be recorded if all knobs are found and all burners/oven work properly. Missing knob(s) will be a Level 1 defect 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.

EN&S items may be repaired after the inspector has finished recording the defect in their DCD.

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### 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!

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### Preparing for the REAC/UPCS Inspection Additional Notes

- When the inspector contacts the property POA to schedule the inspection it must be a mutually agreeable time/date.
- 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 3 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 must be 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.

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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/off at a predetermined time and/or date.

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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:



(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.

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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:



(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.

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #1:</b>	The disconnect door is observed to be <b>secured</b> .
<b>Protocol:</b>	Inspector must ensure that the device, whether it is a lock, zip tie, etc., is properly securing the door. If so, the inspector <b>will not</b> open this device. The Compilation Bulletin defines secured as requiring a tool, key, cutters, etc. to open the cover. (i.e., it cannot be opened with a bare hand.) <b>While inspecting electrical equipment the inspector will not touch or move the "cut-off" handle.</b>
<b>Defect:</b>	No defect
<b>Level:</b>	N/A
<b>Guidance:</b>	<u>Compilation Bulletin:</u> "Electrical System" - Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service. <b>This disconnect is secured and therefore will not be opened to inspect.</b>

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #2:</b>	The disconnect door is observed to be <b>unsecured</b> .
<b>Protocol:</b>	Inspector <b>will</b> open disconnect to inspect for any bare electrical wiring and/or connections that may be exposed. <b>While inspecting electrical equipment the inspector will not touch or move the "cut-off" handle.</b>
<b>Defect:</b>	There is no defect for being unsecured unless 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 cover of disconnect.
<b>Level:</b>	N/A
<b>Guidance:</b>	<u>Compilation Bulletin:</u> "Electrical System" Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service.

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #3:</b>	The disconnect door is observed to be <b>unsecured</b> .
<b>Protocol:</b>	Inspector <b>will</b> open disconnect to inspect for any bare electrical wiring and/or connections that may be exposed. This disconnect is not designed with an interior cover, but because the device is unsecured and the bare wiring and connections are exposed it is a defect.
<b>Defect:</b>	Life threatening H&S deficiency caused by it being unsecured <b>exposing bare connections</b> .
<b>Level:</b>	Level 3 - Life threatening H&S deficiency for the exposed bare connections.
<b>Guidance:</b>	<u>Compilation Bulletin:</u> Regardless of the design, if the disconnect is found to be unsecured at the time of inspection and the bare wiring and/or connections are exposed it will be recorded as life threatening H&S.

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #1:</b>	The disconnect door is observed to be <b>secured</b> with the plastic zip tie.
<b>Protocol:</b>	Inspector must ensure that the device, whether it is a lock, zip tie, etc., is properly securing the door. If so, the inspector <b>will not</b> open this device. The Compilation Bulletin defines secured as requiring a tool, key, cutters, etc. to open the cover. (i.e., it cannot be opened with a bare hand.)
<b>Defect:</b>	No defect
<b>Level:</b>	N/A
<b>Guidance:</b>	<b>Compilation Bulletin:</b> "Electrical System" - Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service.  <b>This disconnect is secured and therefore will not be opened to inspect.</b>

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #2:</b>	The disconnect door is observed to be <b>unsecured</b> .
<b>Protocol:</b>	Inspector <b>will</b> open the disconnect door to inspect for any bare electrical wiring and/or connections that may be exposed.
<b>Defect:</b>	There is no defect for being unsecured unless 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 exterior cover of the disconnect box.
<b>Level:</b>	N/A
<b>Guidance:</b>	<b>Compilation Bulletin:</b> "Electrical System" - Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service.

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #3:</b>	<b>Unsecured cover</b> - when opened this disconnect is designed with an interior cover and it is in place and secured during the inspection.
<b>Protocol:</b>	Inspector <b>will</b> open the disconnect cover to ensure that the interior cover is in place, secured, and that there are no exposed bare wiring and/or connections.
<b>Defect:</b>	No Defect
<b>Level:</b>	N/A
<b>Guidance:</b>	<b>Compilation Bulletin:</b> "Electrical System" - Disconnects that are not secured must be inspected provided that doing so will not interrupt electrical service.  <b>This disconnect is unsecured but when opened all the electrical wiring and connections are covered by the interior cover.</b>

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #4:</b>	Unsecured cover – when opened this disconnect is designed to have an interior cover and it is not in place which causes bare wiring and connections to be exposed.
<b>Protocol:</b>	Inspector will open disconnect to inspect for any bare wiring and/or bare electrical connections.
<b>Defect:</b>	Missing interior cover exposing bare electrical wiring and connections.
<b>Level:</b>	Level 3 for the missing interior cover and an automatic system generated life threatening H&S deficiency for the exposed bare wiring and connections.
<b>Guidance/Definition:</b>	<p><b>Compilation Bulletin:</b>                      "Electrical System" – Only disconnects that are unsecured will be opened to inspect for defects.                      AND                      Dictionary of Deficiency Definitions – "Electrical System".                      Level 3: A cover is missing, which results in exposed visible electrical connections.</p>

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #1:</b>	The electrical panel is observed to be secured at time of inspection.
<b>Protocol:</b>	Inspector must inspect all electrical panel boxes observed during the inspection.
<b>Defect:</b>	No defect if property staff can readily provide inspector access to electrical panel.
<b>Level:</b>	N/A
<b>Guidance:</b>	<p><b>Compilation Bulletin:</b>                      Electrical panels (breaker/fuse boxes) that are secured at the time of inspection must be made accessible to the inspector for inspection. Any electrical panel (breaker/fuse box) that is not made accessible will be recorded as "Blocked Access/Improper Storage".                       Unlike the timer boxes and disconnects, all the electrical panels must be accessible during the inspection.</p>

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #3:</b>	Panel is observed to be unsecured and when inspected two of the breakers have been removed and the spaces are found open.
<b>Protocol:</b>	Inspector must ensure that there is no exposed bare wiring and/or connections.
<b>Defect:</b>	Open breaker ports which expose bare connections.
<b>Level:</b>	Level 3 deficiency for the open breaker ports and an automatic system generated life threatening H&S for the exposed bare connections.
<b>Guidance:</b>	<p><b>Dictionary of Deficiency Definitions:</b>                      Missing Breakers/Fuses (Electrical System)                       Deficiency: In a panel board, main panel board, or other electrical box containing circuit breakers, you see an open circuit breaker position that is not appropriately blanked off.                       Electrical tape and/or duct tape are not appropriate materials to blank off open breaker ports.</p>

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario #2:</b>	Panel is observed to be <b>unsecured</b> and when inspected two of the breakers have been removed, but the spaces are covered by "blanks", which are designed to prevent access to the electrical wiring and connections.
<b>Protocol:</b>	Inspector must ensure that there is no exposed bare wiring and/or connections.
<b>Defect:</b>	No defect
<b>Level:</b>	N/A
<b>Definition:</b>	<p><u>Dictionary of Deficiency Definitions:</u>  <b>Missing Breakers/Fuses (Electrical System)</b></p> <p>Deficiency: In a panel board, main panel board, or other electrical box containing circuit breakers, you see an open circuit breaker position that is not appropriately blanked off.</p> <p><b>Electrical tape and/or duct tape are not appropriate materials to blank off open breaker ports.</b></p>

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### Understanding REAC's inspection of Electrical Devices











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### Understanding REAC's inspection of Electrical Devices



<b>Scenario:</b>	Missing switch plate exposing bare wiring and connections.
<b>Protocol:</b>	Inspector will inspect for missing/damaged switch plates in all inspectable areas during the inspection.
<b>Defect:</b>	Missing switch plate.
<b>Level:</b>	Level 3 deficiency for the missing switch plate and an automatic system generated life threatening H&S for the exposed bare wiring and connections.
<b>Definition:</b>	<p><u>Dictionary of Deficiency Definitions:</u>  <b>Missing/Broken Cover Plates (Outlets/Switches)</b></p> <p>Level 3: A cover plate is missing, which causes wires to be exposed.</p>

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario:</b>	Missing outlet plate exposing bare wiring and connections.
<b>Protocol:</b>	Inspector will inspect for missing/damaged outlet plates in all inspectable areas during the inspection.
<b>Defect:</b>	Missing outlet plate.
<b>Level:</b>	Level 3 deficiency for the missing outlet plate and an automatic system generated life threatening H&S deficiency for the exposed bare wiring and connections.
<b>Definition:</b>	<u>Dictionary of Deficiency Definitions:</u> Missing/Broken Cover Plates (Outlets/Switches)  Level 3: A cover plate is missing, which causes wires to be exposed.

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### Understanding REAC's inspection of Electrical Devices



<b>Scenario:</b>	While inspecting the mechanical room you observe the "knock-out" missing from the side of this electrical panel.
<b>Protocol:</b>	Unlike timers and disconnects, when a "knock-out" is missing on a panel, regardless if bare connections or wiring exists, it will be recorded as a defect for having an opening in the electrical panel.
<b>Defect:</b>	The "knock-out" is missing creating an opening in the panel.
<b>Level:</b>	Level 3 - Life threatening H&S deficiency for having an opening in electrical panel.
<b>Definition:</b>	<u>Dictionary of Deficiency Definitions:</u> Exposed Wires/Open Panels (Electrical Hazards)  Deficiency: You see exposed bare wires or openings in electrical panels.

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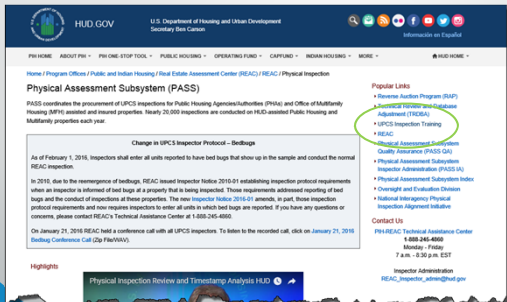
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### Online Training




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## 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/real/library/lib\\_phy](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/real/library/lib_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.
- **REAC PASS Compilation Bulletin**: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/real/products/pass/pass\\_bulletin](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/real/products/pass/pass_bulletin),

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## Questions?

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