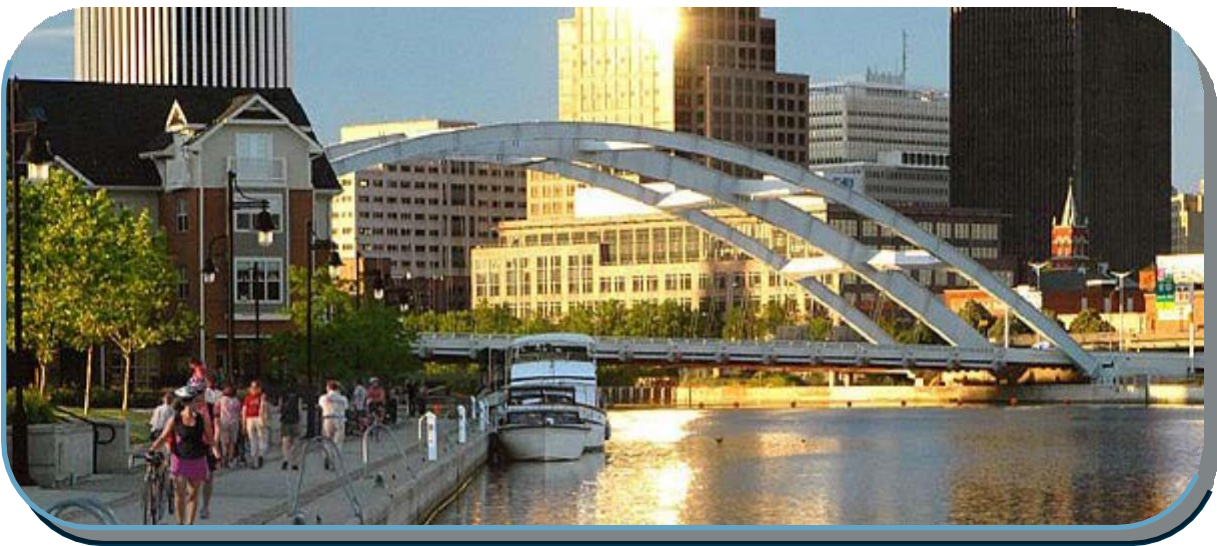


Rochester Housing Authority



Section 8 Housing Quality Standards



Inspections Unit phone: (585)232-1601, email: hqs@rochesterhousing.org

IMPORTANT INFORMATION

Contract Unit (aka Owner Services) (585) 697-6250.....ownerservices@rochesterhousing.org

Inspection Unit(585) 232-1601, (585) 232-1607 (fax).....hqs@rochesterhousing.org

Mark Mantione, Senior Property Rehabilitation Specialist..... mmantione@rochesterhousing.org

Inspectors:

Reiny Acevedo racevedo@rochesterhousing.org

Chris Banker cbanker@rochesterhousing.org

Aleks Gedmintas..... agedmintas@rochesterhousing.org

Jerry Gilbert..... jgilbert@rochesterhousing.org

Julian Laskowycz jlaskowycz@rochesterhousing.org

Ryan Pauling..... rpauling@rochesterhousing.org

Clerks:

Kim Bauman..... kbauman@rochesterhousing.org

Uttara Chatterjee (Landlord Liaison) uchatterjee@rochesterhousing.org

Shirley Cross..... scross@rochesterhousing.org

OUR PROCESS

- 1) You have selected a tenant.
- 2) You have submitted the Request for Tenancy Approval (RFTA or “moving papers”)
- 3) The Contract Unit has submitted an inspection request to the Inspection Unit
- 4) The Inspection Unit will call you to schedule the inspection and ensure:
 - a) The unit is vacant from previous tenants (it’s okay if the tenant we’re inspecting for lives in the unit),
 - b) Utilities are on and the unit is in move-in condition.
 - c) If the initial inspection fails, reinspection must pass within 30 days of the first failed attempt. If you require a second reinspection (attempt #3), a \$50 fee is required before scheduling.
- 5) Upon passing inspection, the Contract Unit will contact you for the contract signature.

List your property on www.affordablehousing.com

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
A. Living Room	3
B. Kitchen	4-5
C. Bedrooms	5-6
D. Other Habitable Rooms	6-7
E. Bathrooms	7-8
F. Basement / Cellar	8
G. Attic	8
H. Building Exterior	8-9
I. Mobile Homes	9
J. General Health & Safety	10-12
1. Access to Unit	10
2. Fire Safety	10
3. Carbon Monoxide Detectors	10
4. Egress	10
5. Appliances	10
6. Garbage / Refuse Disposal	10
7. Interior Stairs / Common Halls	10
8. Infestation	11
9. Elevators	11
10. Site and Neighborhood Conditions	11
11. General Condition Safety	11
12. Additional Standards	11
13. Lead-Based Paint	11-12
14. Do Examples of items that may emit carbon	12
15. Interior Air Quality	12
16. "Pass with Comment"	12
K. Security – General	13
L. Safety – General	13
M. Plumbing – General	13
N. Electrical – General	13
O. Hot Water Tanks	14
P. Heating	14
Q. Life Threatening / 24-hour violations	15
R. Participant-Caused Deficiencies	15
S. Pre-Inspection Checklist	16
T. Statutes and Definitions	17

RHA HOUSING QUALITY STANDARDS

A. LIVING ROOM

1. WINDOWS

All windows must function as designed. The room must have at least one operable screened window. (Exception: In the absence of a window, an exterior door that has an operable locking storm door and storm window with a screen may be substituted for a window). Window screens must be in good condition (applies only if screens are present). Any window accessible from the outside must be lockable. The windows must be free from deterioration and be weathertight. Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be repaired or replaced.

2. WALLS

All walls must be sound and free from hazardous defects. Such defects would include buckling, bulging or leaning, structural unsoundness, and the presence of either large holes or an excessive number of smaller holes. Repaired or replaced areas must be painted or sealed. Wallpaper coverings, except for minor separations at seams or corners, must be intact.

3. FLOORS

All floors must be free from hazardous defects. Such defects would include those which indicate a potential for structural collapse, damaged or missing parts, floorboard sections, missing tile, missing floor register, loose carpet or seams, deteriorated carpet, splintering hardwood floors, deteriorated finish, protruding nails, and exposed tack strips.

4. CEILINGS

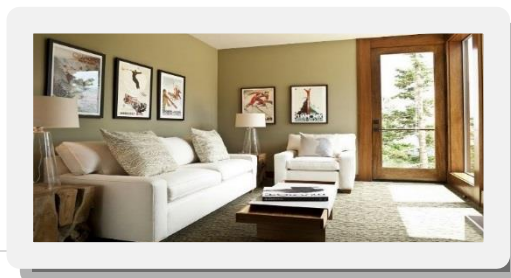
All ceilings must be free of any defects which indicate the potential for structural collapse and must be free of any defect which poses a threat to safety such as holes, cracks, loose or falling parts, deteriorated surfaces, leaks and damages, and missing tiles. Repaired or replaced areas must be painted or sealed.

5. DOORS

All doors must operate, close, and latch as designed. All doors accessible to the outside must be lockable. The locking mechanism must be such that there is reasonable assurance that security cannot be compromised. Examples include doors where there is too much space between the door's lock edge and the jamb, or where there is too much "play" between the door and the outside stop. All exterior doors must be weathertight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold. Double-keyed deadbolts are not allowed.

6. ELECTRICAL

There must be at least two working duplex receptacles. All electrical fixtures must be free of defects and in good working order.



B. KITCHEN

1. WINDOWS

All windows must function as designed. The room must have at least one operable screened window or a working vent system vented to the outside. (Exception: In the absence of a window, an exterior door that has an operable locking storm door and storm window with a screen may be substituted for a window.) Window screens must be in good condition (applies only if screens are present). Any window accessible from the outside must be lockable. The windows must be free from deterioration and be weathertight. Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be repaired or replaced.

2. WALLS

All walls must be sound and free from hazardous defects. Such defects would include buckling, bulging or leaning, structural unsoundness, and the presence of either large holes or an excessive number of smaller holes. Repaired or replaced areas must be painted or sealed. Wallpaper coverings, except for minor separations at seams or corners, must be intact.

3. FLOORS

All floors must be free from hazardous defects. Such defects include those that indicate a potential for structural collapse, damaged or missing parts, floorboard sections, missing tile, missing floor registers, loose carpet or seams, deteriorated carpet, splintering hardwood floors, deteriorated finish, protruding nails, and exposed tack strips.

4. CEILINGS

All ceilings must be free of any defects that indicate the potential for structural collapse and must be free of any defect that poses a threat to safety, such as holes, cracks, loose or falling parts, deteriorated surfaces, leaks and damages, and missing tiles. Repaired or replaced areas must be painted or sealed.

5. DOORS

All doors must operate, close, and latch as designed. All doors accessible to the outside must be lockable. The locking mechanism must be such that there is reasonable assurance that security cannot be compromised. Examples include doors where there is too much space between the door's lock edge and the jamb, or where there is too much "play" between the door and the outside stop. All exterior doors must be weathertight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold. Double-keyed deadbolts are not allowed.

6. ELECTRICAL

There must be at least two working duplex receptacles and one permanent working light fixture. One receptacle must be adjacent to 4' of counter space. If a new receptacle is installed or an existing receptacle is replaced adjacent to a counter, it must be a GFCI receptacle.

7. SINK

The kitchen must contain a permanently installed sink that is connected to hot and cold running water supply lines. The sink must be equipped with a properly functioning strainer and stopper and must be free of leaks and properly trapped.

8. REFRIGERATOR

The unit must contain a refrigerator in good working order and condition to prevent food from spoiling over a reasonable period.

9. STOVES

The unit must contain a stove in good working order and condition. All burners and ovens must be operable and controllable. All knobs must be in place, operable, and legible. Gas stoves must have an accessible gas shut-off valve. *Microwave ovens may be an acceptable substitute for stoves or ranges according to the parameters of 24CFR982.401(2).

10. SPACE

There must be adequate space for storage and preparation of food. There must be a minimum of 4 linear feet of counter space and must be adjacent to a duplex receptacle.

11. VENTILATION

A working vent system that is vented to the exterior is an acceptable substitute for an operable screened window.



C. BEDROOMS

1. WINDOWS

All windows must function as designed. The room must have at least one operable screened window. (Exception: In the absence of a window, an exterior door that has an operable locking storm door and storm window with a screen may be substituted for a window.) Window screens must be in good condition (applies only if screens are present). Any window accessible from the outside must be lockable. The windows must be free from deterioration and be weathertight. Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be repaired or replaced.

2. WALLS

All walls must be sound and free from hazardous defects. Such defects would include buckling, bulging or leaning, structural unsoundness, and the presence of either large holes or an excessive number of smaller holes. Repaired or replaced areas must be painted or sealed. Wallpaper coverings, except for minor separations at seams or corners, must be intact.

3. FLOORS

All floors must be free from hazardous defects. Such defects would include those that indicate a potential for structural collapse, damaged or missing parts, floorboard sections, missing tile, missing floor register, loose carpet or seams, deteriorated carpet, splintering hardwood floors, deteriorated finish, and protruding nails, and exposed tack strips.

4. CEILINGS

All ceilings must be free of any defects that indicate the potential for structural collapse and must be free of any defect that poses a threat to safety, such as holes, cracks, loose or falling parts, deteriorated surfaces, leaks and damages, and missing tiles. Repaired or replaced areas must be painted or sealed.

5. DOORS

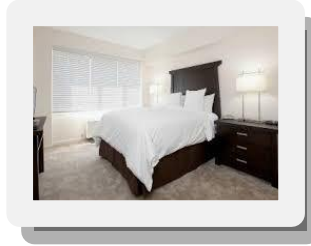
All doors must operate, close, and latch as designed. All doors accessible to the outside must be lockable. The locking mechanism must be such that there is reasonable assurance that security cannot be compromised. Examples include doors where there is too much space between the door's lock edge and the jamb, or where there is too much "play" between the door and the outside stop. No bedroom doors can have any "bolt" type lock or chain lock installed. Privacy locksets are acceptable. All exterior doors must be weathertight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold. Double-keyed deadbolts are not allowed.

6. ELECTRICAL

There must be at least two working duplex receptacles. All electrical fixtures must be free of defects and in good working order.

7. SPATIAL REQUIREMENTS

For a room to be considered a BEDROOM, there must be at least 70 square feet of habitable floor space, with one linear dimension at least 10 feet and neither linear dimension less than 7 feet, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. The room must have a clear ceiling height of at least 7 feet over not less than 1/3 of the required minimum floor area. In calculating the floor area in such rooms, only those portions of the floor area with a clear ceiling height of 5 feet or more shall be included.



D. OTHER HABITABLE ROOMS

1. WINDOWS

All windows must function as designed. The room must have at least one operable screened window. (Exception: In the absence of a window, an exterior door that has an operable locking storm door and storm window with a screen may be substituted for a window.) Window screens must be in good working condition (applies only if screens are present). Any window accessible from the outside must be lockable. The window must be free from deterioration and be weathertight. Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be repaired or replaced.

2. WALLS

All walls must be sound and free from hazardous defects. Such defects would include buckling, bulging or leaning, structural unsoundness, and the presence of either large holes or an excessive number of smaller holes. Repaired or replaced areas must be painted or sealed. Wallpaper coverings, except for minor separations at seams or corners, must be intact.

3. FLOORS

All floors must be free from hazardous defects. Such defects would include those which indicate a potential for structural collapse, damaged or missing parts, floorboard sections, missing tile, missing floor register, loose carpet or seams, deteriorated carpet, splintering hardwood floors, deteriorated finish, protruding nails, and exposed tack strips.

4. CEILINGS

All ceilings must be free of any defects which indicate the potential for structural collapse and must be free of any defect that poses a threat to safety such as holes, cracks, loose or falling parts, deteriorated surfaces, leaks and damages, and missing tiles. Repaired or replaced areas must be painted or sealed.

5. DOORS

All doors must operate, close, and latch as designed. All doors accessible to the outside must be lockable. The locking mechanism must be such that there is reasonable assurance that security cannot be

compromised. Examples include doors where there is too much space between the door lock edge and the jamb, or where there is too much “play” between the door and the outside stop. All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold. Double-keyed deadbolts are not allowed.

6. ELECTRICAL

There must be at least two working duplex receptacles. All electrical fixtures must be free of defects and in good working order.



E. BATHROOMS

1. WINDOWS

All windows must function as designed. The room must have at least one operable screened window. (Exception: In the absence of a window, an exterior door that has an operable locking storm door and storm window with a screen may be substituted for a window.) Window screens must be in good condition (applies only if screens are present). Any window accessible from the outside must be lockable. The windows must be free from deterioration and be weathertight. Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be repaired or replaced. A working vent system vented to the outside is an acceptable substitute for a window in a bathroom.

2. WALLS

All walls must be sound and free from hazardous defects. Such defects would include buckling, bulging or leaning, structural unsoundness, and the presence of either large holes or an excessive number of smaller holes. Repaired or replaced areas must be painted or sealed. Wallpaper coverings, except for minor separations at seams or corners, must be intact. Walls surrounding a shower unit must contain a water-resistant surface free of defects, missing tiles, deteriorated wall joints, or grouting.

3. FLOORS

All floors must be free from hazardous defects. Such defects would include those that indicate a potential for structural collapse, damaged or missing parts, floorboard sections, missing tile, missing floor register, loose carpet or seams, deteriorated carpet, splintering hardwood floors, deteriorated finish, protruding nails, and exposed tack strips. The bathroom floor must contain a surface that is reasonably impervious to moisture.

4. CEILINGS

All ceilings must be free of any defects that indicate the potential for structural collapse and must be free of any defect that poses a threat to safety, such as holes, cracks, loose or falling parts, deteriorated surfaces, leaks and damages, and missing tiles. Repaired or replaced areas must be painted or sealed.

5. DOORS

The bathroom door must be free of defects, in good working condition, and free of missing parts or hardware. Bathroom doors must close and latch and ensure complete privacy.

6. ELECTRICAL

The bathroom must have one permanent working light fixture and one receptacle. If a new receptacle is installed or an existing receptacle is replaced, it must be a GFCI receptacle.

7. SINK

The bathroom must contain a permanently installed wash basin connected to hot and cold running water supply lines. It must be free of leaks and properly trapped. The sink and vanity must be free of defects.

8. VENTILATION

A working vent system that is vented to the exterior, is an acceptable substitute for an operable screened window.

9. TOILET

There must be a working flush toilet in the bathroom and must be connected to a cold-running water supply line. The toilet must be free of defects.

10. TUB

There must be a working tub or shower unit in the bathroom and must be connected to hot and cold running water supply lines. The tub and shower must be free of defects.

F. BASEMENT / CELLAR

1. The basement or cellar of any building must be dry and kept free from the accumulation of trash, debris, and infestation.
2. No room in any basement shall be occupied as a habitable/sleeping room unless approved by the governing jurisdiction and proper separation by an approved fire-resistant partition between mechanical rooms, furnaces, and boilers, and the habitable/sleeping space is maintained. The room must also meet all other room requirements as outlined in these housing quality standards. The ceiling must not be less than 4 feet above grade if the basement is being used as a habitable/sleeping room.
3. The floors and walls must be damp-proof, waterproof, and without mustiness and dry rot.
4. The basement/cellar must be free of mold or mildew-like substances.
5. A handrail is required where there are 4 or more consecutive stair risers.
6. If the basement/cellar is locked off from tenant access, it must be accessible to the inspector to inspect as part of the HQS inspection.

G. ATTIC

1. The attic must be free from any signs of infestation and active water leakage from the outside.
2. Windows must be weathertight.
3. Flooring must be free from defects that might pose a safety hazard.
4. If the attic is being used for any activity other than storage, this use must be approved by the governing jurisdiction (i.e., Certificate of Occupancy).
5. Guardrails are required at attic stairway openings.
6. A handrail is required where there are 4 or more consecutive stair risers.
7. If the attic is locked off from tenant access, it must be accessible to the inspector to inspect as part of the HQS inspection.

H. BUILDING EXTERIOR

1. STAIRS, PORCHES, BALCONIES AND DECKS

All exterior stairs, porches, balconies, and decks must be free from defects. Such defects include structural problems, broken, rotting, or missing steps, absence of a handrail where there are 4 or more consecutive step risers, and absence of a guardrail on any deck or balcony more than 30 inches above the ground.

NSPIRE: New Life Threatening 24-hour violation Guardrails missing incorrect height of 30" or missing vital components impacting function.

2. ROOFS, SOFFITS AND EAVES

The roof, soffits, and eaves must be free from defects. Such defects would include buckling or sagging, which indicates the potential for structural collapse, holes, or other defects such as missing or loose roofing materials which could result in air and/or water infiltration or infestation.

3. GUTTERS

- a. Gutters and downspouts must be maintained in such a manner as to allow drainage appropriate to the protection of buildings and structures.
- b. No roof, surface, or sanitary drainage shall create a structural, safety, or health hazard because of construction, maintenance, or manner of discharge.

4. CHIMNEY

- a. The chimney must be free from defects. Such defects include leaning or deterioration such as missing bricks and mortar, etc.

The height of the chimney, relative to proximate surfaces, must follow applicable codes to allow for adequate and safe drafting. This includes the interior portion of the chimney as well.

- b. **NSPIRE: New Life Threatening 24-hour Violation for structural failure or noted leaning and detached.**

5. EXTERIOR SURFACES

Exterior surfaces must be free from defects. Such defects include sagging or buckling which indicates the potential for structural collapse and must be free from holes or other defects that would allow air, water, or vermin infiltration into the building, or the house number must be of a contrasting color to the building.

6. SIDEWALKS AND DRIVEWAYS

All exterior walkways and driveways must be free from hazardous conditions, such as buckling of concrete or missing or broken sections that pose a threat to the safety of occupants.

7. FOUNDATION

The foundation must be free of structural defects indicating the potential for structural collapse. Such defects include deterioration that has resulted in holes to the outside, and cracks or deterioration which allows a significant entry of groundwater. Foundations must be free of overgrown and/or penetrating vegetation.

NSPIRE: New Life Threatening 24-hour violation. The foundation is in imminent of collapse.

I. MOBILE HOMES

Mobile homes must be placed on a site stably and be free from hazards such as sliding and wind damage. Mobile homes must be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors, to resist wind over-turning and sliding, unless a variation has been approved by a HUD Area Office.



J. GENERAL HEALTH AND SAFETY

1. ACCESS TO UNIT

Access to all units must be available without the necessity of going through another unit.

2. FIRE SAFETY

All units must contain smoke detectors/alarms following 24CFR982.401(n).

A smoke detector must be located on each level of the unit and in each bedroom or any room used for sleeping. Smoke detectors must be installed according to NYS Code which includes 4” to 12” from any wall or ceiling joint.

If the unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system designed for hearing-impaired persons as specified by NFPA 72 (or any successive standards).

Current fire protection systems and devices must function as designed.

NSPIRE: New Life Threatening 24-hour violation Fire escape stairs, ladders, or handrails damaged or missing.

NSPIRE New Life Threatening 24-hour violations flammable/combustible item near an ignition source e.g., furnace or other gas burning devices.

3. CARBON MONOXIDE DETECTORS*

Carbon Monoxide Alarms or Detectors in U.S. Housing and Urban Development (HUD)-Assisted Housing

HUD encourages PHAs and Owners to adopt standards at or above the standards of the 2018 International Fire Code (IFC) as soon as possible for the health and safety of residents. PHAs and Owners are on notice that these requirements will be enforced by HUD after the effective date of December 27, 2022.

Public housing agencies and authorities (PHAs), and Owners of properties that receive federal rental assistance have an important role in preventing potential loss of life and severe injury associated with carbon monoxide (CO) in housing they own or manage. This notice reminds PHAs and Owners of CO poisoning risks in housing and identifies resources for preventing and detecting CO exposure.

This notice clarifies that HUD will enforce the requirements instituted by Congress requiring that all Public Housing (PH), Housing Choice Voucher (HCV), Project-Based Voucher (PBV), Project-Based Rental Assistance (PBRA), Section 202 Supportive Housing for the Elderly (Section 202), and Section 811 Supportive Housing for Persons with Disabilities (Section 811) comply with the International Fire Code (IFC) 2018 standards on the installation of CO alarms or detectors by December 27, 2022. For the full 2018 IFC Code, as well as Chapter 9 and Chapter 11 regarding CO alarms or detectors, please visit <https://codes.iccsafe.org/content/IFC2018>

Carbon Monoxide Source

Examples of items that may emit carbon monoxide but are not limited to are fireplaces, wood stoves, fuel/gas-burning furnaces, fuel/gas-fired boilers, space heaters with pilot lights or open flames, fuel/gas-burning stoves and ovens, fuel/gas-powered clothes dryers, and any fuel-powered appliance.

Required Carbon Alarms Locations

1. Locate carbon alarms within 10 feet of each bedroom on every level. Two or more carbon alarms may be required.
2. Locate carbon alarms inside any bedroom containing a carbon monoxide source (see above) on every level.
3. Locate carbon alarms on every level of the dwelling unit, including basements, attics, and crawl spaces if a carbon source is on such level.
4. Locate carbon alarms in other locations where required by applicable laws, codes, or standards.

*New December 2022



4. EGRESS

All units must contain an alternate, safe method of egress that meets state and/or local requirements. Variables such as location (e.g., height of a second-floor window above the ground) and family characteristics (e.g., age or physical limitations) may be factored into the determination.

NSPIRE: New life-threatening 24-hour violations 4+ story buildings must have at least two means of egress to the public way. <3 story building must have at least one means of egress to a public way.

5. APPLIANCES

- a. All gas-powered clothes dryers must be exhausted to the outside with fire-proof venting independent of all other systems.
- b. All electric clothes dryers must be vented per the manufacturer's instructions.
- c. **NSPIRE: New Life-threatening 24-hour violations (dryer vent missing, damaged, or improper vent pipe.**

6. GARBAGE / REFUSE DISPOSAL

- a. The unit must be free from large piles of trash, garbage, discarded furniture, or anything that is not being temporarily stored just waiting for removal.
- b. There must be adequate, locally approved, covered facilities for the sanitary storage and removal of refuse.

7. INTERIOR STAIRS / COMMON HALLS

Interior stairs and common hallways must be free from conditions that pose a threat to the safety of occupants, including:

- a. Loose, broken, or missing steps.
- b. Tripping hazards, such as deteriorated carpet or carpet runners.
- c. Lack of a handrail on any section of stairs containing 4 or more risers.
- d. Storage or accumulation of items that would block safe passage.
- e. Any number of missing balusters.
- f. All hallways, corridors, and stairways must have a permanently installed light fixture as a source of artificial illumination to avoid a safety hazard to occupants.

8. INFESTATION

The unit must be free of any signs of active infestation of roaches, insects, mice, rats, pigeons/birds, other rodents or vermin, and any relative droppings. A licensed exterminator may be required to treat the infestation.

9. ELEVATORS

The management of a building equipped with an elevator must be able to produce a current valid certificate of inspection issued by the governing jurisdiction.

10. SITE AND NEIGHBORHOOD CONDITION

The immediate and adjacent areas must be free from any of the following conditions:

- a. Other buildings that pose a threat to safety, include dilapidated garages, fire-damaged structures, adjacent buildings, or vacant buildings that have not been properly secured.
- b. The adjacent lot is being used for the dumping of trash and debris.
- c. Excessive air or noise pollution.

11. GENERAL CONDITION SAFETY

The unit, interior, exterior, and common areas are accessible to the family, the site, and the surrounding neighborhood must be free of hazards to the family's health and safety.

NSPIRE: New life-threatening 24-hour violation of any structural member appearing in danger of collapse/failure.

12. ADDITIONAL STANDARDS

In addition to meeting these Housing Quality Standards, the unit may be required to conform to local and state codes, and any HUD guidelines not contained in these Housing Quality Standards.

a. Certificate of Occupancy: All units are required to have a certificate of occupancy issued by the local governing jurisdiction. Landlords may be required to supply proof of a Certificate of Occupancy to the Rochester Housing Authority.

b. Notice of Order: Any "notice of order" issued by the local governing jurisdiction may be required to be completed to continue the Housing Assistance Payments. The violations determined to be health and safety issues would need to be completed.

c. NSPIRE: New Life Threatening 24-hour violation Fire Extinguisher Under or overcharged, damaged, missing, and the Fire extinguisher > than 12 years old.

b.d. NSPIRE: New Life Threatening 24-hour violation Sprinkler Assembly is blocked by an obstruction 18" or closer, painted sprinkler heads, or missing escutcheon plate.

13. LEAD-BASED PAINT

All units must follow the provisions of 24CFR Part 35, et al. as published by HUD on 09/15/99 as it applies to any unit built before 1978 containing deteriorated paint and intended for occupancy by a family with a child under the age of six or a family with a member who is pregnant. The requirements of 40CFR745 also apply to "Child Occupied Facilities" including buildings or portions of buildings constructed before 1978 where the child regularly visits. Regular visits are determined to be the same child under six years of age visiting on at least two different days within any week consisting of Sunday through Saturday, providing that each day's visit lasts at least 3 hours and the combined weekly visits last at least 6 hours.

a. Deteriorated paint means any interior or exterior paint or other coating that is peeling, chipping, chalking, or cracking, or any paint or coating located on an interior or exterior surface or fixture that is otherwise separated from the substrate.

b. The Federal guidelines for deteriorated paint "de minimus" levels are:

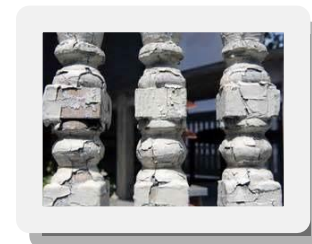
1. 20 square feet on exterior surfaces
2. 2 square feet in any one interior room or space
3. 10 percent of the total surface area on an interior or exterior type of component with a small Surface area. Examples include windowsills, baseboards, handrails, and trim.

c. Any maintenance of hazard reduction activities that exceed "de minimus" levels are presumed to be Lead-Based Paint and must be treated as such.

d. Paint stabilization means repairing any physical defect in the substrate of a painted surface that is causing paint deterioration, removing loose paint and other material from the surface to be treated,

and applying a new protective coating or paint.

- e. Encapsulation means the application of a covering or a coating that acts as a barrier between the deteriorated paint and the environment.
- f. Any deteriorated paint cited exceeding “de minimus” levels and requiring lead hazard reduction work, must be performed by an EPA-certified worker per 40 CFR part 745 under the Renovation, Repair, and Painting Rule (RRP). A copy of the EPA-certified RRP worker’s certification and a copy of the RRP firm certification must be provided to the Rochester Housing Authority.
- g. An INTERIOR lead paint clearance report must be provided to the Rochester Housing Authority by the landlord, which has been conducted by an EPA-certified Lead Paint Inspector for any unit cited with deteriorated paint exceeding “de minimis” levels. This Lead Paint Inspector must be a different person or entity from the person or entities that conducted the RRP lead paint reduction work at the unit.
- h. An EXTERIOR lead paint clearance report is required for any unit that is cited with deteriorated paint exceeding “de minimus” levels. The exterior lead paint clearance report must be conducted by an EPA-certified Lead Paint Inspector and must be a different person or entity from the person or entities that conducted the RRP lead paint reduction work at the unit. The Rochester Housing Authority is expecting the property owner to hire a Lead Risk Assessor to conduct the exterior lead paint clearance report.
the actual inspection report or deteriorated paint instruction letters for this determination.
- i. For any unit that is cited for deteriorated paint exceeding “de minimis” levels, and requiring lead hazard reduction work, the landlord is required to submit a filled-out Lead Paint Owner’s Certification Form (LPOC) to The Rochester Housing Authority for each segment of work that is conducted. The LPOC form must be signed by the landlord, the EPA RRP certified worker (s), and the EPA RRP firm certification’s authorized signor.
- j. For any unit built before 1978, intended for occupancy by a family with a child under the age of six and having an **elevated EIBLL (Environmental Intervention Blood Lead Level) with a confirmed concentration of lead in whole blood of 5 ug/dl for a single venal test** then the property owner shall immediately have a risk assessment conducted per 40 CFR 745.227(D).



14. DOORS – GENERAL REQUIREMENTS

Any interior or exterior door must be maintained and kept in good working order, and free of missing parts or hardware. Doors must operate, close, and latch as designed. Double-keyed deadbolts are not allowed.

NSPIRE: New Life Threatening 24-hour violation. Doors labeled as Fire Doors in any location (Any damage, holes, damaged or missing seals, missing or damaged components which stop the door from working as designed).

15. INTERIOR AIR QUALITY

The dwelling must be free of any air pollutants that may threaten the occupant’s health. The unit must be free of any mold or mildew-like substance.

16. “PASS WITH COMMENT”

The “pass with comment” rating may be used at the discretion of the inspector and in addition to the pass or fail, i.e., if a section of the ceiling is water stained, the rating may be “pass with comment” unless there are indications that the problem and/or source of the stain has not been corrected.

K. SECURITY – GENERAL REQUIREMENTS

Any window or door that is accessible from the exterior must be lockable; this includes the first floor, fire

escape, balcony, common areas, etc. The locking mechanism must be such that there is reasonable assurance that security cannot be compromised. Examples include doors where there is too much space between the door's lock edge and the jamb, or where there is too much "play" between the door and the outside stop. Double-keyed deadbolts are not allowed.

L. SAFETY – GENERAL REQUIREMENTS

1. All service risers and weather heads must be firmly secured to the building's exterior and free from deterioration.
2. Any unused gas line must be capped off.

M. PLUMBING – GENERAL REQUIREMENTS

All plumbing fixtures, water supply lines, sewer lines, and waste disposal systems and their appurtenances shall be properly installed and maintained in a safe, sanitary, and operating condition. Must be free from defects, leaks, and obstructions, and follow applicable building and property maintenance codes.

N. ELECTRICAL – GENERAL REQUIREMENTS

1. Existing interior and exterior electrical fixtures, devices, wiring, and systems shall be maintained in safe working condition and **in** a manner, that avoids the potential for ignition or shock, and shall be properly connected to an adequate source of electrical power.
2. Fixed wiring, equipment, fixtures, and devices shall be firmly secured to the surface on which they are mounted. Electrical wiring and equipment shall be protected against excessive current demands by properly rated over-current devices installed in approved locations.
3. All electrical panel boards shall be kept free from encumbrances and shall always be accessible to occupants or a manager.
4. An existing single-family dwelling containing not more than six branch circuits shall have a minimum service capacity of 110 volts/60 ampere. However, if any additional wiring is required in the system, the service capacity must be upgraded to at least 220 volts/100 ampere.
5. In general, minimum service capacity for multiple-family dwellings shall conform to the requirements of the National Electrical Code (NEC. Section 220-32).
At least one grounded-type receptacle shall be provided adjacent to all laundry facilities. Adaptors are not permitted.
6. **NSPIRE: New Severe Health/Safety 24-hour violation. GFCI/AFCI test or reset buttons not functioning, GFCI missing where required within 6 feet of a water source, Ungrounded 3-prong outlet or incorrectly wired, non-energized outlet.**



O. HOT WATER TANKS

1. Every unit must be supplied with an approved water heater in good working order, free from defects, and capable of supplying enough water heated to a temperature of at least 115 degrees Fahrenheit to every kitchen sink, bathroom sink, bathtub, and shower located in the unit.
2. Water heaters using gas*, (natural or L.P.) or oil as a source of fuel, must be properly vented into a chimney or flue leading to the outside. The flue pipe, where applicable, must be properly sealed to the chimney with an approved slope from the water heater enough to allow for adequate drafting.

*Water heaters using gas (natural or L.P.) as a fuel source, must be equipped with a shut-off valve on the appliance. Gas supply lines must be made of black steel. All water heaters must be equipped with a temperature pressure relief valve and a discharge (overflow) line from the water tank to within 6" of the floor.

3. NSPIRE: Missing or damaged gas or L.P. shutoffs is now considered a Life-Threatening 24-hour

4. Temperature and pressure valve blocked, plugged, or blocked from allowing the valve to operate properly.

P. HEATING

1. All heating facilities and their accompanying chimneys, flues, or stacks are to be installed and maintained in good working order and repair so that they are capable of safely and adequately providing heat to enclosed spaces which are or may be normally occupied.
2. Heating facilities using gas as fuel shall have a shut-off valve on the supply line at or near the facility. Gas supply lines must be made of black steel.
3. Heating facilities must be able to maintain heat safely and adequately in all habitable rooms to a temperature of 68 degrees Fahrenheit.
4. Heating facilities using gas or oil as a fuel source must be properly vented to the outside. The flue pipe must have an upward slope from the heating facility to allow for adequate drafting and be properly sealed to the chimney.
5. Gas-supplied room heaters must be connected to their supply line with black steel pipe and approved fittings. There must be a gas shut-off valve at or near the heater and the unit must be properly vented.
6. All warm air heating systems must have adequate cold air returns in working order, and unobstructed by such things as carpeting. Return air must be properly filtered.
7. All floor and wall registers must be kept clean and free of debris.
8. There must be a properly maintained storage tank with oil-fired systems. This tank must be a safe distance from the furnace, be properly vented, and contain a working gauge. Oil supply lines from the tank to the furnace must be adequately secured and protected.
9. Heating appliances must be kept free of flammable materials. There must be always a minimum of 3' clearance around heating appliances.
10. If the local utility company has left a violation tag in the unit for any reason, the tag citation(s) must be approved, and the tag removed by and verified with the utility company only.
11. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene.
12. In units where the tenant pays for the heat, the unit must be equipped with properly installed storm windows (wood sash, aluminum, triple track, or thermopane), and storm doors on those doors leading into the living areas from the exterior. Insulated-grade doors are acceptable substitutes. Plastic film, regardless of the millimeter thickness, is not an acceptable substitute for storm windows.
13. If required – The building must have a valid boiler safety inspection certificate.

14. NSPIRE: Missing or damaged gas or L.P. shutoffs are now considered a Life-Threatening 24-hour.

Q. LIFE-THREATENING / 24 HOUR VIOLATION CRITERIA

1. 24- HOUR VIOLATIONS

A 24-hour violation(s) is life-threatening and must be repaired and corrected within 24 hours. Such violations are, but not limited to, the following:

- a. Inoperable smoke detector on any LEVEL of the unit.
- b. Inoperable Carbon Monoxide Detector.
- c. Fire – life-threatening conditions.
- d. No heat – Winter months (September 15 through May 31).
- e. Natural or L.P. gas or fuel oil leak.
- f. Missing or detached flue pipes on any appliance required to be vented to the exterior.
- g. Major water leak or sewage.
- h. Utilities not in service, including no electricity.
- i. Entry door locks not working or inadequate – Cannot lock or secure the unit.
- j. Major structural damage.
- k. Inoperable elevator.
- l. Obstacles that prevent safe passage (entrance or exit) from the unit.
- m. Conditions that present an imminent danger.
- n. Any electrical problem or condition that could result in shock or fire.
- o. Any condition that compromises the security of the unit and or its occupants.
- p. NSPIRE: New Life Threatening 24-hour violation (Exterior dryer vent blocked by lint, nests, etc.)
- q. NSPIRE: New Life Threatening 24-hour violation (Outlet or switch cracked/damaged.)
- r. NSPIRE: New Life Threatening 24-hour violation (Missing electrical covers and knock outs.)
- s. NSPIRE: New Life Threatening 24-hour violation ^{**}(Missing light bulbs in a reachable location.)
- t. NSPIRE: New Life Threatening 24-hour violation (Missing combustion chamber cover missing.)
- t. NSPIRE: New Life Threatening 24-hour violation Call-for-Aid Sound/light inoperable, pull cord >6” of the floor.
- u. NSPIRE: New Life Threatening 24-hour violation Entry doors must be installed where applicable.

2. EMERGENCY CONDITIONS

In addition to the life-threatening conditions listed above, the following conditions may be considered emergency conditions and must be corrected within 24 hours.

- a. Absence of a functioning toilet in the unit
- b. No running Hot Water
- c. NSPIRE: New Life Threatening 24-hour violation Mold like Substance (>9 square feet or more)

R. PARTICIPANT - CAUSED DEFICIENCIES

Any breach of HQS that is determined to be caused by the tenant, family, occupants, or guests will be cited as a participant-caused deficiency per 24CFR982.405 and will be the tenant’s responsibility to correct. Any breach of HQS determined to be participant-caused must be corrected in the time frames required by HUD.

1. If life-threatening or 24-hour violations are cited as participant-caused, they must be corrected within 24 hours, or the subsidy assistance may be terminated. If the tenant is responsible for the utilities, they must remain on and paid, or the subsidy assistance may be terminated.
2. If non-life-threatening violations are cited, then the tenant must correct them within 30 calendar days, or the subsidy assistance may be terminated. If the tenant owns the appliances, they must remain on and in good working condition, or the subsidy assistance may be terminated.



HQS Inspections Unit
 100 William Warfield Drive
 Rochester, NY 14605
 585-232-1601
 585-232-1607 fax
 hqs@rochesterhousing.org

HOUSING QUALITY STANDARDS (HQS) PRE-CHECKLIST

This checklist is provided as a courtesy and is not all-inclusive. It is provided to give you an idea of the items that an inspector will check for during inspections. Please look your unit over carefully before the inspector comes out. If you check “No/Needs Repair” to any of these items, the unit WILL FAIL the HQS inspection.

UNIT (interior/exterior)	OK/YES	NO/NEEDS REPAIR
The unit must contain an operable smoke detector in each bedroom and on each level of the unit within 4” to 12” of wall & ceiling joint. *See section J regarding the new CO detector location.*		
The unit must contain an operable carbon monoxide alarm within 15’ of bedrooms/sleeping areas on the lowest level that contains a bedroom/sleeping area in a unit that contains a carbon monoxide source (an additional carbon monoxide alarm may be required on a level that does not contain a sleeping area or dwelling unit but does have a source of carbon monoxide).		
The unit must be in move-in condition & have all utilities turned on.		
The unit must contain a clean and operable stove (a microwave may be substituted)		
The unit must contain a clean & operable refrigerator.		
The unit must have hot and cold running water – all plumbing fixtures must be operable and free of defects including leaks.		
The Hot Water tank must have a discharge line within 6” of the floor.		
The unit must contain a safe heating system.		
All habitable rooms must have an operable screened window that functions as designed/lockable/with no missing or damaged panes or parts (a working exhaust vent is an acceptable source of ventilation in bathrooms).		
Any exterior door must be lockable and must provide a weather-tight fit (i.e. no visible daylight around the door when closed). All interior doors must be in good condition and the latch closed.		
The unit must be free of infestation.		
The unit must be free of electrical hazards.		
Each habitable room must contain a minimum of 2 operable outlets.		
A source of illumination is required in all kitchens, bathrooms, stairways, and hallways.		
Bathrooms are required to have an outlet.		
Bathrooms must have a moisture-impervious floor covering.		
Kitchens are required to have 4’ of counter space adjacent to an outlet (other than outlets provided for stove & refrigerator).		
All interior walls & ceilings must be free of defects and in reasonably good condition.		
All flooring must be free of defects and in reasonably good condition.		
No excessive debris; interior or exterior.		
The unit must not have any deteriorated paint; interior or exterior – if the property was built before 1978 and if a child under the age of 6 or a pregnant person is expected to reside there.		
Site/Exterior must be free of hazards and defects.		
The unit must contain an alternate and safe means of egress.		
A handrail is required when 4 or more consecutive steps are taken.		
A guardrail is required at a drop-off of 30” or more.		

Statuses and Definitions

- 24HR Failed inspection with a deficiency requiring a reinspection within 24 hours, e.g., a non-working smoke detector.
- 48HR Failed inspection with a deficiency requiring a reinspection within 24 hours, e.g., non-working water heater.
- FAIL Failed inspection in which a reinspection will be automatically scheduled for you in 25-30 days
- FDPA Failed inspection with lead paint above de minimus, which requires a certified worker/painter's certificate, firm's certificate, interior lead clearance report, and completed LPOC form provided to you
- FDPB Failed inspection with lead paint below de minimus; no documentation required
- PARF Failed inspection, tenant/participant items only.
- FWE Failed with extension must be approved and if granted can range from 1 to 60 days, e.g., weather conditions.
- FWSC Failed with Self Certification which form provided for landlord and tenant/participant to complete. When received and approved it can stop reinspection.
- NOAC Access to the unit is not granted.
- NORD Unit is not ready for Initial/Move-in inspection
- NOSH No one was present for the inspection.
- PASS Unit passes inspection.
- PWC Pass with a comment, e.g., attic locked off to tenant/participant.
- QCF Failed Quality Control inspection completed by Inspections supervisor (as a checks and balance on the overall competence of the inspectors and quality of the inspections performed)
- QCP Passed Quality Control
- QCFA Failed Quality Control inspection with lead paint above de minimus; requires documentation as noted above.
- QCFB Failed Quality Control inspection with lead paint below de minimus; no documentation required
- QCPA Passed Quality Control inspection with lead paint above de minimus.
- QCPB Passed Quality Control inspection with lead paint below de minimus.
- WDE Weather Deferred extension (for exterior paint only)

A number with the status indicates the attempt, e.g. Fail2 is a second failed inspection attempt.

DIRECT DEPOSIT

Effective October 1, 2018: For increased efficiency and seamless transfer of funds, RHA is moving toward direct deposit of HAP. This will result in funds hitting your account immediately and reduces the risk of complications that can occur with the paper processing of checks. Direct deposit forms may be requested by emailing directdeposit@rochesterhousing.org.

LANDLORD/AGENT PORTAL

For increased communication sharing, RHA has a portal for Landlords/Owners that provides information on Housing Assistance Payments and details, 1099, and Inspection findings and history. RHA recommends that Landlords/Agents utilize the Landlord/Agent Portal which can be found on www.rochesterhousing.org under Quick Links. Landlord portal registration requires a registration key number; please contact our finance department at (585) 697-6172 to obtain this information.

Rochester Housing Authority

Inspections Unit

100 William Warfield Drive

Rochester, NY 14605

(585) 232-1601

hqs@rochesterhousing.org