

# UPCS Inspection Cheat Sheet

Common Deficiency found in each inspectable area:	
DEF	
<b>Building Exterior</b>	
	Doors hardware functions as it should.(i.e., latches and locks, hinges are secured)
	No Missing doors and all are installed properly.
	Door seals are intact- no missing/deteriorated seals, Door frame free of damage if seals are good
	No holes in walls, ceilings, doors, etc.
	No spalling bricks (when the brick is deteriorating on the face)
	Windows function as designed. [i.e., opens, stay open, not blocked by furniture in bedrooms if used as egress, lockable, thermopane failure (fogged or condensation in between panes), no screens missing or damaged]
	Exterior wall or foundation is free of cracks, gaps, holes (i.e., missing dryer vent/ louvers.
	Roof is free of missing or damaged shingles.
	Railings are all secured and properly installed where needed. (i.e., handrails or porch rails.)
<b>Building System</b>	
	HVAC condensate lines are too short - should be routed near floor or to exterior
	AC Disconnect has no exposed wiring inside (inside cover is missing)
	AC Disconnects should not be missing knockouts side or bottom
	Auxiliary Lights / Exit Signs are installed and test as designed.
	Breaker Box is free from blanks and any foreign objects. (i.e., no tape or caulk)
	Breaker box is free of any exposed wiring or exposed connections
<b>Common Areas</b>	
	Walls are free from any holes as well as any ceilings and or doors doors, etc.
	All lights should be working (property can take a bulb to test)
	There are no cracked/missing outlet covers and switch plates
	Windows functions as designed. [i.e., opens, stay open, not blocked by furniture in bedrooms if used as egress, lockable, thermopane failure (fogged or condensation in between panes), no screens missing or damaged]
	Refrigerator seals function properly (i.e., seals to maintain temp, not torn/damaged)
	GFCI outlets must reset when tested.
	Smoke alarms must be present and properly working (chirping alarm means alarm isn't properly working.)
	Kitchen drawers or cabinets (percentage) are present and operable.
<b>Site</b>	
	Sidewalks are free of hazard cracks, gaps, tilts.
	Property is free of any graffiti
	There is no overgrown vegetation on buildings, roofs, fences, etc.
	Parking lots are free of deterioration of parking lot
	All fences and gates are secure and free from holes or damage. (percentage)
	Property site signs are readable with correct information.
	Refuse disposal is free from litter and debris that could be hazardous.
	Property play area has no risk to tenants and equipment functions as designed.
<b>Units</b>	
	Self-closing hinges
	Walls are free from any holes as well as any ceilings and or doors doors, etc.
	GFCI outlets must reset when tested.
	All lights should be working (property can take a bulb to test)
	There are no cracked/missing outlet covers and switch plates
	Doors hardware functions as it should.[i.e., latches and locks, hinges (including self-closing hinges) are secured]
	No Missing doors and all are installed properly.
	Windows functions as designed. [i.e., opens, stay open, not blocked by furniture in bedrooms if used as egress, lockable, thermopane failure (fogged or condensation in between panes), no screens missing or damaged]
	Refrigerator seals function properly (i.e., seals to maintain temp, not torn/damaged)
	Non Industry Standard repairs- non-original material used to repair, repair not finished, repair looks unprofessional.
	Door seals are intact- no missing/deteriorated seals, Door frame free of damage if seals are good
	Smoke alarms must be present and properly working (chirping alarm means alarm isn't properly working.)
	Bathroom sink and tub stopper must be present or functioning as designed.
	Kitchen drawers or cabinets are present and operable.
	Unit is free from any trip hazard, tv cable on floor or flooring issues that may cause a trip hazard.

**Common Health and Safety Concerns:**

*Garbage and debris, exposed wires, leaks near electrical, air quality, blocked egress (in the unit or common areas), blocked breaker box, inoperable window hardware, air conditioner in window that would be considered as egress for tenant, any infestations.*

**Any of these Health and Safety Concerns must be noted in the respective location/ area.**