STATE OF WISCONISN HOUSING TRUST FUND (HTF) MINIMUM MULTI-FAMILY HOUSING REHABILITATION STANDARDS and NEW CONSTRUCTION STANDARDS

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I. Preface

This document is intended to outline the requirements for building rehabilitation for all State of Wisconsin HTF funded multifamily housing projects. These standards, though a requirement specifically to the development entity in direct receipt of HTF funding, are written to provide guidance to all relevant members of a project development team.

These standards are not intended to reduce or exclude the requirements of any local or state building or housing codes, standards, or ordinances that may apply. In the event of any conflicting code(s), the more restrictive code(s) will apply. Housing rehabilitated with HTF must comply with Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2018 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. Chapter SPS 366 can be found at Admin Code SPS 366 and http://codes.iccsafe.org/I-Codes.html

An environmental review is required for all HTF projects to ensure that in addition to federal requirements noted above, properties receiving HTF resources must comply with the State's Environmental Barriers Act, the Wisconsin Accessibility Code, state statues, local zoning requirements, and all state and local building codes, including the standards for multifamily dwellings established in Administrative Code sections SPS 361-365

DEHCR will not permit the permanent displacement of residents in properties receiving HTF resources. Temporary relocation of existing residents must comply with the Uniform Relocation Act.

DEHCR will not permit HTF resources to be used in buildings that are located within a 100-year flood plain. Portions of the site may be located in the 100-year flood plain but may not include parking areas or the footprint of the residential units or accessory buildings. All properties receiving HTF resources must comply with the State of Wisconsin Hazard Mitigation Plan, the 2021 edition of the International Building Code® and the International Existing Building Code®. The Hazard Mitigation plan can be found at https://wem.wi.gov/state-planning/

These standards assume that a knowledgeable development team will thoroughly inspect each building and unit to verify the presence and condition of all components, systems, and equipment. All components, systems, and equipment of a dwelling referenced in this document shall be in good working order and capable of being used for the purpose for which they were intended and/or designed. Components, systems and/or equipment that are not in good working order and condition shall be repaired or replaced. When it is necessary to replace items (systems, components, or equipment), the replacement items shall conform to these standards. These standards also assume that the development team will take into account any extraordinary circumstances of the occupants of the dwelling (e.g., physical disabilities) and reflect a means to address such circumstances in their inspection and in the preparation of a work write-up/project specifications for that dwelling.

All interior ceilings, walls, and floors shall not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing components or other serious damage. The roof shall be structurally sound and weather resistant. All exterior walls (including foundation walls) shall not have any serious defects such as leaning, buckling, sagging, large holes, or defects that may result in the structure not being weather-resistant or

that may result in air infiltration or vermin infestation. The condition of all interior and exterior stairs, halls, porches, walkways, etc. shall not present a danger of tripping or falling. Painted or varnished surfaces shall be free of deteriorated paint.

If the development team determines that the specific individual standards of this document cannot be achieved on any single dwelling due to it being structurally impossible and/or cost prohibitive, the inspector shall document the specific item(s) as non-conforming with these standards. The inspector shall prepare, for HTF's consideration, a list of any and all non-conforming items along with their recommendation to waive, or not to waive, the individual non-conforming items. Any waiver of non-conforming items are at the sole discretion of HTF. Items necessary to meet HUD Uniform Physical Conditions Standards (UPCS)*[1] may not be waived.

Where there are discrepancies between state and/or local codes and the HTF rehabilitation standards the stricter standard shall prevail.

Upon project completion, units will be decent, safe, sanitary and in good repair and meet the standards in 24 CFR 5.703, The National Standards for the Physical Inspection of Real Estate (NSPIRE). The carbon monoxide detection requirement at 24 CFR 5.703(b)(2) and (d)(6) and the requirements at 24 CFR 5.705–5.713 do not apply to HTF-assisted projects.
Properties not meeting NSPIRE standards will be required to correct deficiencies

Energy Star rated systems, components, equipment, fixtures and appliances are required.

1. Quality of Work

A. **Quality of Work:** Developers shall ensure that all rehabilitation work is completed in a thorough, professional, and workmanlike manner, consistent with industry standards and the contractually approved plans, specifications, and any subsequent mutually agreed upon change orders during the construction process. Developers will employ best practice industry standards relating to quality assurance to verify all work completed. Any work that requires a license or certified professional under state or local law shall be performed by individuals or firms holding a valid and current license or certification in the State of Wisconsin.

B. **Project Design Professionals:** Each project shall include formal contracts with licensed architectural and engineering professionals who are authorized to practice in the State of Wisconsin. These professionals will be responsible, to ensure that the scope of work is done in accordance with the generally accepted practice in their discipline and designing the project to be in full compliance with all Federal, State and local codes. In addition, the architect and/or engineer will provide plans and contract specifications which stipulate quality standards, material choices and installation methods and standards.

2. Minimum Standards for Basic Equipment and Facilities[2]

A. **Kitchens –**
Every dwelling unit shall have a kitchen room or kitchenette equipped with the following:

[1] As of 10/1/2025 UPCS are expected to be replaced by the National Standard for the Physical Inspection of Real Estate (NSPIRE) and will apply.

[2] Any and all replacement, repair, or installation of equipment or building components must be completed per manufacturer specifications and meet compliance with federal, state, and/or local building requirements.

- **Kitchen Sink.** A kitchen sink, connected to both hot and cold safe water supply lines under pressure and to the sanitary sewer waste line. When replacing such components, water supply shut off valves shall be installed. Signs shall be free of defects and in good working order

- **Oven and Stove or Range.** A n oven and a stove or range (or microwave oven) connected to the source of fuel or power, in good working order and capable of supplying the service for which it is intended.

- **Refrigerator.** A refrigerator connected to the power supply, in good working order and capable of supplying the service for which it is intended.

- **Counter Space Area.** Every kitchen or kitchenette shall have an adequate storage area and adequate counter space. Countertops shall be free of defects and be constructed of a non-porous material. Porous surface materials shall be prepared and installed according to manufacturer's instructions.

Refrigerators and/or stoves that have broken or missing parts, deteriorated seals, missing hardware, leaking coolant or are inefficient or inoperable shall be repaired or replaced.

If mildew or mold is present, measures shall be taken to prevent future mold/mildew as well as address the current mold/mildew**.**

B. **Toilet Room:** Every dwelling unit shall contain a room which is equipped with a flush toilet and a lavatory. The flush toilet shall be connected to the cold potable water supply, under pressure, and to the sanitary sewer system. The lavatory shall be connected to both a hot and cold safe water supply, under pressure, and connected to the sanitary sewer system. When replacing such components, water supply shut-off valves shall be installed. If mildew or mold is present, measures shall be taken to remove it and prevent future recurrence.

C. **Bathing Facilities**: Every dwelling unit shall contain a bathtub and/or shower. These may be located in a room separate from the toilet and lavatory

    - The bathtub and/or shower unit shall be connected to both hot and cold potable water supply lines, under pressure, and shall be connected to the sanitary sewer system. Where feasible, shut off valves shall be installed on the water supply lines. When replaced, all faucets, shall be water balancing scald guard type faucets.

D. **Privacy in Room(s) Containing Toilet and/or Bath**: Every toilet room and/or every bathroom (the room or rooms containing the bathtub and/or shower unit) shall provide privacy to users. Such rooms shall have doors equipped with a privacy lock or latch in good working order.

E. **Hot Water Supply:** Every dwelling unit shall have supplied water-heating equipment (water heater and hot water supply lines) that is free of leaks, connected to the source of fuel or power, and is capable of heating water to be drawn for general usage.

    - Prohibited Locations. No gas water heaters shall be allowed in a confined space. No water heaters shall be allowed in the toilet rooms, bathrooms,

bedrooms, or sleeping rooms. No gas water heaters shall be allowed in a clothes closet.

- Venting Requirements. All gas water heaters shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. Unlined brick chimneys shall have a metal liner installed to meet manufacturer's venting requirements. If metal chimney venting cannot be added, a power vented water heater may be installed. Install according to manufacturer's specifications. All water heaters shall be equipped with a pressure/temperature relief valve possessing a full-sized (non-reduced) approved discharge pipe to within six (6) inches of the floor. The discharge pipe shall not be threaded at the discharge end.

- Installation and Safety. All water heaters shall be installed to manufacturer's installation specifications and in accordance to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.
- Standards. Replacement water heaters shall meet Energy Star requirements at the time of installation.

- Tankless Water Heaters. Where feasible, tankless water heaters shall be installed in accordance with manufacturer guidelines and sized to provide adequate hot water supply to all fixtures. Gas supply lines and/or electrical capacity shall be evaluated before installing tankless water heaters. Before installing, careful consideration should be made regarding supply and water temperature.

3. Stair Standards

All stair and stairways shall be in good repair and not pose a tripping hazard. Open risers are not permitted. Outdoor stairs and their approaches shall be designed so that water will not accumulate on walking surfaces. If replacing existing stairs, stairs will need to conform as close as possible to new construction standards. All newly constructed stairs (interior and exterior stairways) shall comply with the following requirements and local and state code requirements.

A. All stairs and steps shall have a riser height of not more than eight inches (8") and a tread depth of not less than nine inches (9'). All newly constructed stairs, not replacement stairs, shall have a riser height of not more than seven and three quarters (7 3/4"), a tread depth of not less than ten inches (10") and a clear width not less than 36 inches (36"). Risers and treads cannot be different in size by more than 3/8 of an inch from the top to the bottom of the stairs

B. Handrail Requirements: All stairways and steps of four (4) or more risers shall have at least one handrail. All stairways and steps which are five (5) feet or more in width shall have a handrail on each side. Handrails shall meet the following standards.

    - Be installed not less than thirty-four inches (34") nor more than thirty-eight inches (38"), measured plumb, above the nosing of the stair treads.
    - Handrails adjacent to a wall shall have a space of not less than one and one-

half inches (1 1/2”) between the wall and the handrail.

- All handrails shall be turned back into the wall on railing ends. The size of a round railing shall be a minimum of 1.25 inches, but not more than 2 inches.
- Railings shall be continuous from the top riser to the bottom riser.
- Porches, balconies, decks, or raised floor surfaces, including stairway riser and/or landing, located more than thirty (30) inches above the floor or the grade, shall be protected by guardrails in accordance with Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

4. Fire Safety

A. Emergency Escape and Rescue Openings

- Emergency escape and rescue openings shall comply with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

B. Exits

- Exits shall comply with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

- Every sleeping room shall have two (2) independent and unobstructed means of egress. This is normally achieved through an entrance door and an egress window. Windows shall be of legal egress size when required by code.

C. Automatic Sprinkler Systems

Automatic sprinkler systems shall meet the requirements of Wisconsin Administrative Code Chapter SPS 362.0903 and the International Building Code Requirements Chapter 9 Section 903.

D. Smoke Alarms

- All smoke detectors shall be dual sensor detectors. They shall be hard-wired with battery back-up and interconnected with all other hard-wired alarms. or have a sealed, tamper-proof 10-year battery.

- Individual dwelling units shall be provided with smoke alarms as required by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

- All smoke detectors shall be installed according to the manufacturer's installation instructions. Smoke detectors shall be located as follows.

- **Within the dwelling unit:**

  a. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.

  b. In each room used for sleeping purposes, and in each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

  c. Within 21 feet of any door to a bedroom measured along a path of travel; and

  d. Where a smoke detector installed outside a bedroom is separated from an adjacent living area by a door, a smoke detector shall also be installed on the living area side of the door.

  e. If the unit is occupied by any hearing-impaired person, the smoke detectors shall have an alarm system designed for hearing-impaired persons

- **Within the common areas inside**:

  a. The inside area shall include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each level of the property.

5. Carbon Monoxide Detectors

Where a fuel burning appliance exists, a carbon monoxide detector/alarm shall be installed. Carbon monoxide detectors shall be installed per the manufacturer's instructions and meet the requirements of Wisconsin Administrative Code SPS 362.0915.

6. Minimum Standards for Ventilation

A. In general, sufficient ventilation shall be present to ensure adequate air circulation in the dwelling.

B. Bathrooms, including toilet rooms, shall be provided with an exhaust fan. If it is being installed or replaced, it shall be sized accordingly to the room size, switched with the primary bath light and be Energy Star qualified. Fans shall have insulated ducting vented to the exterior. A fan needs to be installed if there is no window or a non-operable window is present. Windows shall have at least 1.5 square feet of area that air can pass through if mechanical ventilation is not available.

C. All plumbing stacks shall continue through the roof, wall, or gable and not terminate in the attic. Plumbing stacks shall be in good repair.

D. Exhaust ducts shall be in good repair and continue through the roof, wall, or gable and not terminate in the attic.

E. **Clothes Dryers**

- Dryer exhaust systems shall be independent of all other systems; shall convey the moisture to the outdoors and shall terminate on the outside of the building. Screens shall not be installed at the duct termination. Transition ducts shall not be concealed within construction.

- Exhaust ducts shall not be connected with sheet-metal screws or fastening means which extend into the duct.

- Exhaust ducts shall be equipped with a backdraft damper.

- Exhaust ducts shall be constructed according to Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®, having smooth interior surfaces with joints running in the direction of the airflow.

- Flexible transition ducts used to connect the dryer to the exhaust duct system shall be limited to single lengths, not to exceed eight feet in length, and shall be listed and labeled in accordance with UL 2158A.

- Exhaust duct terminations shall be in accordance with the dryer manufacturer's installation instructions.

- All ducts expelling lint shall be provided with a lint collector unless the dryer is already equipped with one.

7. Minimum Standards for Electrical Service

Standards exist in Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®

A. **Minimum Electrical Service**

- Every dwelling unit, at a minimum, shall have a 100-ampere breaker controlled electrical panel. All electrical work shall be in compliance with adopted State electrical code requirements. The panel, service mast, etc. shall also be installed to local utility company requirements.

B. **Wiring**

- Existing wiring and equipment shall be in proper operating condition and pose no health or safety risk.

- All wiring in areas other than the basement, unused attic areas, and garages shall be run in walls, wire mold or in conduit.

- A new or old service shall be grounded to a ground rod.

- Circuit extensions made with flexible cord wiring in lieu of permanent wiring shall be eliminated.

- Copper wiring shall have proper connections to aluminum wiring. It is recommended that aluminum wiring be replaced with copper wiring when possible.

- All accessible knob and tube, unsafe, and/or illegal wiring shall be removed and replaced with type NM cable (Romex) or as required by code.

C. **Receptacles**

Every habitable room within the dwelling shall contain at least two (2) separate duplex, wall-type electrical outlets. Placement of such outlets shall be on separate walls. All newly installed receptacles shall be grounded duplex receptacles, tamper resistant, arch fault protected or GFCI protected as required by code. All new or existing receptacles shall be grounded duplex receptacles, tamper resistant, or meet the current requirements of the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®

- All electrical outlets used in bathrooms and toilet rooms, all outlets within six foot (6'-0") of a water source (excluding designated simplex equipment circuits for clothes washing machines and sump pumps), outlets located on open porches or breezeways, exterior outlets, outlets located in garages and in non-habitable basements, except those electrical outlets that are dedicated appliance outlets, all kitchen receptacles serving the countertop area shall be ground fault circuit interrupter protected (GFCI). All exterior receptacles shall be covered by a receptacle cover that when a cord is plugged in, the GFCI outlet will stay covered and protected.

- All broken, damaged or nonfunctioning switches or outlets shall be replaced. All fixtures and wiring shall be adequately installed to ensure safety from fire so far as visible components are observed. All missing or broken switch and outlet covers (including junction boxes) shall be replaced. Each receptacle or switch located on an exterior wall shall have a foam seal placed under the cover.

- Any equipment or appliances with grounded plugs shall have immediate access to a proper size grounded receptacle.

D. **Lighting:**

- A permanently installed light fixture controlled by a wall switch is required in the kitchen, bathroom, basement, stairwells, and hallways. Energy efficient fixtures that meet energy star ratings and compact florescent bulb equivalent

or better shall be installed in all new fixture instillations. Light fixtures shall be installed properly and have a shield/globe installed.

- All stairwells shall have at least one light fixture controlled by a remote wall switch at the top and bottom of the stairs.

- Porcelain type fixtures with pull chains are acceptable for use in basements (except for the one controlled by a remote wall switch) cellars, and attics.

- All pendant type lighting fixtures that are supported only by the electrical supply wire shall be removed or replaced. If replaced, replace with Energy Star rated fixtures equipped with CFL or LED bulbs.

8. Minimum Standards for Heating and Cooling Systems

All units shall be heated and air conditioned. The design of the system shall be such to maintain a consistent temperature in all habitable spaces evenly throughout the day. Heating, ventilating, and air-conditioning systems shall be designed and installed according to the requirements of the local or state building code. If no building code is adopted within the jurisdiction or state, the most current edition of the International Mechanical Code shall apply. They shall also comply with the efficient utilization of energy in accordance with the latest edition of the International Energy Conservation Code**.**

A. **Cooling System:**

- Non-working or improperly functioning central air conditioning systems shall be repaired or replaced as part of the rehabilitation work. The installation of a central air conditioning system, where it currently does not exist, is permissible where feasible and practical.

- If a heat pump is equipped with a reversing valve, it shall function properly.
- A disconnecting means shall be installed in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

B. **Heating System:**

- All existing heating systems, including but not limited to, chimneys and flues, cut-off valves and switches, limit controls, heat exchangers, burners, combustion and ventilation air, relief valves, drip legs and air, hot water, or steam delivery components (ducts, piping, etc.) that are not being replaced, shall be inspected to be in a safe and proper functioning condition at the time of inspection, by means of written project file documentation.

- Every heating system burning liquid or gaseous fuels shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. The heating system chimney and/or flue shall be of such design to assure proper draft and shall be adequately supported.

- Each gas and oil combustion system shall have a master switch that serves as an emergency shutoff for the HVAC burner. The switch shall be easily accessible by the client in case an emergency shutoff is necessary. The switch shall also be in the line of sight of the appliances it controls.

- No heating system source burning liquid or gaseous fuels shall be located in any habitable room or bathroom, including any toilet room.

- Every fuel burning appliance (liquid or gaseous fuels) shall have adequate combustion air and ventilation air.

- Every heat duct, steam pipe and hot water pipe shall be free of leaks and shall function such that an adequate amount of heat is delivered where intended. All accessible duct joints shall be sealed with mastic or any other acceptable product. Newly installed ductwork shall also be sealed. All accessible steam piping and hot water piping shall be installed with an approved material.

- Every seal between any of the sections of the heating source(s) shall be air-tight so that noxious gases and fumes will not escape into the dwelling.

- No space heater shall be of a portable type.

- Minimum requirements for forced air furnaces, when installed, will be no less than a 92% AFUE. A digital programmable thermostat shall be installed. Condensate lines will drain to a floor drain or have a condensate pump installed and piped to discharge. All furnace ductwork shall be equipped with an air filter clean out location that has a tight-fitting cover installed over it.

- All boilers, when replaced, will have an “A” rating and be no less than 90% AFUE rating. All combustion air will be from the exterior of the house. The addition of zone valves may be useful to reduce energy cost. Heat lines shall be insulated with approved material. Programmable thermostats will be installed.

- Heat Pumps, if added or replaced, shall be rated at 8 HSPF or greater with a 13 SEER rating or higher.

9. Energy Conservation

All structures shall comply with certain energy conservation measures. These measures include, but are not necessarily limited to the following:

A. **Exterior Walls**

- Walls should be insulated in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. when any of

the following activities occur:

a. New walls,

b. Walls that have become exposed during rehabilitation, and

c. If the exterior covering is removed

- When new windows are to be installed, windows shall be current Energy Star rated for northern climates. All rope weight openings will be insulated, and all new windows will have the window jamb sealed. Where SHPO requirements will restrict the installation of vinyl windows, the specifications will be written to come as close as possible to achieving Energy Star requirements.

- All heat ducts and hot water or steam heat distribution piping shall be insulated or otherwise protected from heat loss where such ducts or piping runs are located in unheated spaces. Similarly, distribution piping for general use hot water shall also be protected from heat loss where such piping is located in unheated spaces. All water distribution piping shall be protected from freezing. All supply and return air ducts and plenums shall be insulated according to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

- Attic areas are governed by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®

- Attic access passageways (scuttle holes) shall be no less than 22” by 30” or the size of original construction. If it is impossible to conform to this standard, the largest attic access hole possible will be installed. Attic access covers are required to be insulated.

- Insulation should be installed in accordance to manufacturer’s specifications. All insulation in the attic should meet the appropriate fire safety codes. Thorough air sealing of the attic floor shall be accomplished prior to addition of insulation

- Exterior joints, seams or penetrations in the building envelope, that are sources of air leakage, shall be sealed.

10. Minimum Standards for the Interior of Structures

A. **Interior Walls, Floors, Ceilings, Doors, and Windows:** All interior ceilings, walls, and floors shall not have any serious defects such as severe bulging or leaning, large holes, loose

surface materials, severe buckling, missing components or other serious damage. The condition of all interior stairs, halls, walls, floors, doors shall not present a danger of tripping or falling.

- All interior walls, floors, ceilings, doors and windows shall be easily cleanable and durable. Every bathroom and/or toilet room, kitchen or kitchenette, and utility room floor surface shall be constructed such that they are impervious to water and can easily be kept in a clean and sanitary condition.
- Carpet shall not be installed in high moisture areas including: entryways, bathrooms, kitchens, and laundry rooms/closets. All carpet shall be CRI Green Label Plus and hard surface flooring shall be SCS Floorscore certified. (Applies to new flooring only.)
- All interior doors shall be capable of affording the privacy for which they are intended.
- No dwelling containing two or more bedrooms shall have a room arrangement that access to a bathroom, toilet room, or a bedroom can be achieved only by going through another bathroom, toilet room, or another bedroom.
- All paints, stains, varnishes, lacquers and other finishes used in the rehabilitated dwelling shall be low or no VOC paint finishes and installed as required by the manufacturer. The use of lead-based paint is prohibited.
- All new wood shelving, cabinets and countertops to be formaldehyde free or sealed board products.

11. Minimum Standards for the Exterior of Structures

A. **Foundations, Exterior Walls, Roofs, Flashing, Soffits and Fascia:**

- Every foundation, exterior wall, roof, soffit and fascia shall be made weather resistant. Products for exterior walls, roofs, soffits, and fascia shall be installed in accordance with the manufacturer's guidelines and shall comply with the provisions of the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2021 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code, and per manufacturer's requirements.
- The condition of all exterior stairs, halls, porches, walkways, etc., shall not present a danger of tripping or falling.
- All exterior walls (including foundation walls) shall not have any serious defects such as leaning, buckling, sagging, large holes, or defects that may result in the structure not being weather-resistant or that may result in air infiltration or vermin infestation.

- A minimum of a 30-year warranty asphalt or composite shingle, 29-gauge metal roof with a 50-year finish/fade warranty or a 60-mil rubberized roof with a 30-year warranty for flat roofs shall be installed.

- Shingles that are missing, have excessive curling, cupping, deterioration and are installed on a roof slope below code requirements shall be removed and replaced with an approved covering.

- Flat roofs that are punctured, cracked, blistered, wrinkled, or otherwise distressed areas shall be corrected.

- Flashing shall be in good repair and used wherever the roof abuts a wall or vent, around other extensions through the roof, and around masonry chimneys.

B. **Chimney Standards**

- Any operable chimney shall meet all applicable chimney requirements.
- When an existing chimney is found not fit for its intended application it shall be repaired, rebuilt, lined, relined, or replaced with a vent or chimney to conform to the applicable code.
- Inoperable and/or deteriorated chimneys, which pose a health/safety risk, shall be corrected or removed.
- All empty or cracked mortar joints, including those in interior areas, such as basements and attics, shall be tuck-pointed.
- Solid fuel burning chimneys, for burning of wood or coal, shall be provided with spark arrestors (screens).
- All operable chimneys shall have flue liners in good condition.

- The chimney hood shall have a height above the vent of at least 25 percent of the narrowest dimension of the vent. Hoods shall also be free from spalling or rust.
- Minor spalling shall be repaired. If more than small portions are spalling, the hood shall be replaced. If a metal chimney hood has excessive rust, it shall be replaced.

C. **Gutters & Downspouts**

- Missing, sagging, or deteriorated gutters shall be repaired or replaced.
- Downspouts shall be color coordinated with gutters and shall be proportional in size to the drainage needs of the roof.
- Gutters shall be supported as per the manufacturer's specifications with spikes and ferrules, wrap-around straphangers, or with hidden hangers.
- Downspouts shall be securely attached to the structure and connected to an exterior drainage system if one exists or installed in such a manner that storm water will drain away from the house and not result in washing, erosion, or damage to the foundation of the house. If there is no drainage system present, splash blocks or

leaders shall be present.

D. **Drainage:**

- All rainwater shall be conveyed and drained away from every roof so as not to cause wetness or dampness in the structure. No roof drainage systems shall be connected to a sanitary sewer, or directly to a storm sewer system.

- The ground around the dwelling shall be sloped away from foundation walls with a minimum of 2% slope for hard surface adjoining the foundation and no less than 5% for landscaped surfaces to divert water away from the structure.

- The design of private internal roadways and sidewalks shall comply with the local jurisdiction's design requirements. Parking areas shall be paved and graded for proper drainage.

E. **Windows, Exterior Doors and Basement Entries (Including Cellar Hatchways):**

- Windows shall be of legal egress size when required by code

- Every window, exterior door, basement entry and cellar hatchway shall be tight fitting within their frames, be rodent-proof, insect-proof and be weatherproof such that water and surface drainage is prevented from entering the dwelling.

- In addition, the following requirements shall also be met:

  a. All exterior doors and windows shall be equipped with security locks. Deadbolts are required and shall be equipped with a 1 inch (1") throw into a reinforced jamb.

  b. Every window sash shall be fully equipped with glass windowpanes which are without cracks or holes. Every window sash to be replaced shall use Energy Star rated for northern climate windows unless the existing windows have insulated glass. Stained or leaded glass found to be historically significant may be protected by a fixed low-E glass storm window. Every window sash shall fit tightly within its frame and be secured in a manner consistent with the window design. All window jambs will be sealed. All rope-weight openings shall be insulated before installing the new window.

  c. Storm doors, when installed, shall also be equipped with a self- closing device.

  d. Every exterior door, when closed, shall fit properly within its frame and shall have door hinges and security locks or latches. All exterior doors will be no less than metal clad insulated (foam filled) or composite doors in a metal clad or composite frame. Unit entry doors without windows shall have 180-degree view peephole installed. All jambs and thresholds will be sealed.

e. Every exterior door shall be not less than two foot-four inches (2'- 4") in width and not less than six foot-six inches (6'6") in height. Existing door sizes will be grandfathered, but an attempt shall be made to have at least one exterior door that is not less than 36 inches wide and no less than 6'-8" high.

f. Fire rated doors shall be in operable condition.

12. Minimum Space, Use, and Location Requirements.

A. No cellar space shall be converted to habitable space.

B. **Habitable Basement Space:** No basement space shall be used as habitable space unless all habitable space requirements are met and all of the following requirements are met:

- The floor and walls are waterproof or damp-proof construction.
- Such habitable space has a hard surfaced floor of concrete or masonry.
- Such space shall have a minimum of two exits. In addition to the stairs, this would normally consist of one egress window.

13. Minimum Standards for Plumbing Systems

All dwelling plumbing systems shall be capable of safely and adequately providing a water supply and wastewater disposal for all plumbing fixtures. Every dwelling plumbing system shall comply with the following requirements.

- All existing plumbing systems and plumbing system components shall be free of leaks. When repairing or adding to such systems, any type of pipe allowed by the State plumbing code shall be allowed.
- All plumbing system piping shall be of adequate size to deliver water to plumbing fixtures and to convey wastewater from plumbing fixtures (including proper slope of wastewater piping) as designed by the fixture manufacturer).
- All plumbing fixtures shall be in good condition, free of cracks and defects, and capable of being used for the purpose in which they were intended.
- The plumbing system shall be vented in a manner that allows the wastewater system to function at atmospheric pressure and prevents the siphoning of water from fixtures. Venting by mechanical vents is accepted as an alternative to exterior atmospheric venting.
- Leaks; clogged, slow, or non-working drains; or odors and any cross connections or siphonage between fixtures shall be corrected. Supply lines that are located

below the overflow drain shall be corrected.

- Horizontal drainage piping shall be installed in uniform alignment at uniform slopes.
- The size of drainage pipe shall not be reduced in the direction of flow
- All fixtures that discharge wastewater shall contain, or be discharged through, a trap that prevents the entry of sewer gas into the dwelling.
- All plumbing system piping and fixtures shall be installed in a manner that prevents the system, or any component of the system, from freezing.
- All plumbing fixtures and water connections shall be installed in such a way as to prevent the backflow of water from the system into the plumbing system's water source.
- Valves shall be installed with the valve in the upright position. When replacing valves, the use of a full port ball-valve shall be encouraged.
- When replacement of fixtures (faucets, toilets, urinals, showerheads) is required they shall meet EPA Water Sense Requirements and be labeled as such.

14. Minimum Standards for Safe Water Supply

A. Every dwelling shall be connected to an approved (by the jurisdiction having authority) safe water source.

- All safe (potable) water fixtures and equipment shall be installed in such a manner as to make it impossible for used, unclean, polluted or contaminated water, mixtures or substances to enter any portion of the safe water system piping. All equipment and fixtures shall be installed with air gaps (traps) to prevent back siphonage. All outlets with hose threads (except those serving a clothes washing machine) shall have a vacuum breaker for use with the application. Any plumbing equipment or fixtures that allow, or appear to allow, the previous conditions, or are otherwise deemed to be unhealthy, unsanitary, or unsafe shall be replaced. No water piping supplied by a private water supply system shall be connected to any other source of water supply without the approval of the jurisdiction having authority over the installation.

15. Minimum Standards for Connection to Sanitary Sewer

Every dwelling shall be connected to an approved (by the jurisdiction having authority) sanitary sewer system**.**

16. Asbestos

A. Housing assisted with HTF funds is subject to the regulations at 40 CFR Part 61 and the Occupational Safety and Health Administration (OSHA) under regulations delineated in 29CFR 1926.1101, The Wisconsin Department of Natural Resources (DNR) enforces the control of asbestos emissions through chapter NR447 Wisconsin Administrative Code.

B. The Wisconsin Department of Health Services (DHS) requires and enforces training and certification of individuals involved in asbestos-related activities through chapter DHS 159, Wisconsin Administrative Code.

17. Lead-Based Paint

The use of lead-based paint is prohibited. Housing assisted with HTF funds is subject to the lead-based paint requirements in Title X of the Housing and Community Development Act of 1992, as amended, Section 1012 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X Subpart J), DHS 163 Wisconsin Administrative Code, and 24 CFR 35. Applicants, developers, owners, and builders of any project requiring the rehabilitation or adaptive reuse of structures built prior to 1978 shall read, fully understand, and comply with 24 CFR Part 35, subparts A, B, J, K, and R.

18. Radon Systems

A. When radon testing determines indoor air radon levels are at or above 4 pCi/L or the scientific data review determines the project site is located in in an areas that documents radon levels above 4 pCi/L the Environmental Review Record shall include a mitigation plan.

B. The mitigation plan shall identify the radon level; consider the risk to occupants' health; describe the radon reduction system that will be installed; whenever possible, establish an ongoing maintenance plan to ensure the system is operating as intended; establish a reasonable timeframe for implementation (i.e., integrate radon mitigation activities into an annual plan); and require post-installation testing.

19. Accessibility

Housing assisted with HTF funds shall meet the accessibility requirements of 24 CFR Part 8, which implements Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, implemented at 28 CFR Parts 35 and 36, as applicable. "Covered multifamily dwellings", as defined at 24 CFR Part 100.201, shall also meet the design and construction requirements at 24 CFR Part 100.205, which implements the Fair Housing Act.

20. National Standards for the Physical Inspection of Real Estate (NSPIRE).

Housing assisted with HTF funds and which are placed in service shall follow property standards which include all inspectable items and inspectable areas specified by the US Department of Housing and Urban Development (HUD) based on the HUD physical inspection procedures, known as NSPIRE. Inspectable items and observable deficiencies can be found at the end of this document or by using the link below. These standards will be updated periodically as required by HUD.

HUD: NSPIRE

Owners of HTF-assisted property shall maintain such housing in a manner that meets the physical condition standards set forth in this section in order to be considered decent, safe, sanitary, and in good repair. These standards address the major areas of the HTF-assisted housing: the site; the building exterior; the building systems; the common areas; and the dwelling units. Inspectable items are designated with a level of deficiency at which they shall be addressed. Life threatening deficiencies shall be addressed immediately and moderate and severe deficiencies shall be included in the proposed rehab. Low level deficiencies items can be addressed as part of the proposed rehabilitation or a reserve fund shall be established for replacement at a future date

Compliance with state and local codes: These physical condition standards do not supersede or preempt State and local codes for building and maintenance with which HTF-assisted housing shall comply. HTF-assisted housing shall continue to adhere to those codes.

DEHCR is responsible for conducting physical inspections of HTF-assisted housing to determine compliance with these standards and will conduct such inspections every one to three years or per its monitoring plan.

21. Disaster Mitigation

Where relevant, housing assisted with HTF funds and which involve rehabilitation or adaptive reuse be improved to mitigate the impact of potential disasters (e.g., earthquake, flooding, wildfires) in accordance with state and local codes, ordinances, and requirements.

22. Capital Needs Assessment

A. Housing assisted with HTF funds which involves rehabilitation or adaptive reuse shall commission a Capital Needs Assessment (CNA).
B. The CNA shall be completed by a competent, independent third party acceptable to HTF, such as a licensed architect or engineer, as well as an interview with available on-site property management and maintenance personnel to inquire about past repairs and improvements, pending repairs, and existing or chronic physical deficiencies.
C. The assessment will include a site visit and a physical inspection of the interior and exterior of all units and structures. The assessment will consider the presence of environmental hazards such as asbestos, lead paint and mold on the site.
D. The assessment will include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. If the remaining useful life of any component is less than 30 years of the expected useful life, immediate rehabilitation will be required unless capitalized. If there remaining useful life of a component is less than the term of the HTF financing program, the application package shall provide for a practical way to finance the future replacement of the component.
E. The assessment will examine and analyze the following:

- Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, and gas and electric utilities and lines;

- Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage;

- Interiors, including unit and common area finishes (carpeting, tile, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors; and

- Mechanical systems, including plumbing and domestic hot water; HVAC, electrical, lighting fixtures, fire protection, and elevators.

F. Applicants are advised to also consider the requirements of other funding sources, such as USDA Rural Development and LIHTC when ordering a CNA.

MINIMUM NEW CONSTRUCTION STANDARDS

The construction standards in this section shall apply to new construction projects. A project that involves reconstruction or adaptive reuse is considered new construction for the purposes of these standards.

New construction projects shall comply with:

A. All applicable state and local residential and building codes, or in the absence of such codes, the International Residential Code, or International Building Code of the International Code Council.

B. An Environmental review is required to ensure that in addition to federal requirements properties receiving HTF resources shall comply with the State's Environmental Barriers Act, the Wisconsin Accessibility Code, state statues, local zoning requirements, and all state and local building codes, including the standards for multifamily dwellings established in Administrative Code sections SPS 361-365

C. Housing assisted with HTF funds shall meet the accessibility requirements of 24 CFR Part 8, which implements Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, implemented at 28 CFR Parts 35 and 36, as applicable. "Covered multifamily dwellings", as defined at 24 CFR Part 100.201, shall also meet the design and construction requirements at 24 CFR Part 100.205, which implements the Fair Housing Act, Minimum standards include but are not limited to

- Lever-style handles on all interior doors;
- Bath/kitchen faucets being replaced or initially installed shall be single lever type;
- Non-skid tub/shower pattern covering 75% of tub/shower floor;
- All walls within 36" of toilet and in tub/shower area shall have ¾" plywood behind drywall to provide sufficient support for grab bars or other assist devices;
- Bathtub/shower stalls with offset controls;
- Low-profile thresholds – ¼" maximum vertical height or ½" maximum beveled at 1:2 are required between ALL interior common areas and in all dwelling unit openings when floor transition height differs

D. **Energy efficiency requirements pursuant to section 109 of the Cranston Gonzalez National Affordable Housing Act (42 U.S.C 12709**).

- For HTF-assisted single family homes and multifamily low-rise buildings (up to 3 stories) 2021 IECC standards.
- For HTF-assisted multifamily housing with 4 or more stories ASHRAE 90.1-2019 as the minimum energy standards.

E. **Broadband installation requirement.**

- HUD defines broadband infrastructure as “cables, fiber optics, wiring, or other permanent (integral to the structure) infrastructure—including wireless infrastructure—as long as the installation results in broadband infrastructure in each dwelling unit meeting the Federal Communications Commission’s (FCC’s) definition in effect at the time the pre-construction estimates are generated and meets any State or local building codes that may apply to the installation of broadband infrastructure.

- This rule only requires that the broadband infrastructure provided be able to receive high-speed Internet that is ‘‘accessible’’ in each unit. It does not require those recipients of funding undertaking new construction or substantial rehabilitation to provide broadband service to current or future residents even if residents pay for such service. Furthermore, the definition of broadband infrastructure in the rule includes coaxial cable television (TV) wiring that supports cable modem access or even permanent infrastructure that would provide broadband speeds to dwelling units wirelessly.

- HTF funds may not be used to pay for furniture or equipment for a computer room, even as part of a multifamily assisted rental property.

- Requirement applies to multifamily projects with more than four rental units.

F. **Disaster Mitigation**

Where relevant, the housing shall be constructed to mitigate the impact of potential disasters (*e.g.,* earthquakes, hurricanes, flooding, and wildfires), in accordance with State and local codes, ordinances, or other State and local requirements, or such other requirements as HUD may establish.

NSPIRE INSPECTION CHECKLIST

PHA:	Address of Unit:
Family Identifier:	Owner:
Any children under 6 reside or expected to reside in the unit? (Y/N):	Owner Contact Information:
Inspector:	Housing Type:
Date of Inspection:	Year Constructed:
Type of Inspection:	Number of Bedrooms:

Summary Decision on Unit (Pass/Fail):

*Affirmative Habitability Requirement per 24 CFR 5.703(d) and NSPIRE Final Rule

Health & Safety Designation	Correction Timeframe (P/F)
LT	**Life-Threatening - 24 Hours (Fail)**
S	Severe - 30 Days (Fail)
M	Moderate - 30 Days (Fail)
L	Low - N/A (Pass)

Mark all that apply:

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Address and Signage	Address, signage, or building identification codes are broken, illegible, or not visible.			M ☐	
Bathtub and Shower	Only 1 bathtub or shower is present and it is inoperable or does not drain.	S ☐	L ☐		
	A bathtub or shower is inoperable or does not drain and at least 1 bathtub or shower is present elsewhere that is operational.	M ☐	L ☐		
	Bathtub component or shower component is damaged, inoperable, or missing such that it may limit the resident's ability to maintain personal hygiene.	M ☐	L ☐		
	Bathtub component or shower component is damaged, inoperable, or missing and it does not limit the resident's ability to maintain personal hygiene.	L ☐			
	Bathtub or shower cannot be used in private.*	*M ☐	M ☐		
Cabinet and Storage	Food storage space is not present.*	*M ☐			
	Storage component is damaged, inoperable, or missing.	M ☐	L ☐		
Call-For-Aid System	**System is blocked, or pull cord is higher than 6 inches off the floor.**	**LT ☐**	**LT ☐**		
	System does not function properly.	**LT ☐**	**LT ☐**		
Carbon Monoxide	**Carbon monoxide alarm is missing, not installed, or not installed in a proper location.***	**LT ☐**			
	Carbon monoxide alarm is obstructed.	**LT ☐**	**LT ☐**		
	Carbon monoxide alarm does not produce an audio or visual alarm when tested.	**LT ☐**	**LT ☐**		
Ceiling	Ceiling has an unstable surface.	M ☐	M ☐		
	Ceiling has a hole.	M ☐	M ☐		
	Ceiling component(s) is not functionally adequate.	S ☐	S ☐		
Chimney	**A visually accessible chimney, flue, or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may not safely contain fire and convey smoke and combustion gases to the exterior.**	**LT ☐**	**LT ☐**	**LT ☐**	
	Chimney exhibits signs of structural failure.			**LT ☐**	

NSPIRE INSPECTION CHECKLIST

PHA:	Address of Unit:
Family Identifier:	Owner:
Any children under 6 reside or expected to reside in the unit? (Y/N):	Owner Contact Information:
Inspector:	Housing Type:
Date of Inspection:	Year Constructed:
Type of Inspection:	Number of Bedrooms:

Summary Decision on Unit (Pass/Fail):

*Affirmative Habitability Requirement per 24 CFR 5.703(d) and NSPIRE Final Rule

Health & Safety Designation	Correction Timeframe (P/F)
LT	**Life-Threatening - 24 Hours (Fail)**
S	Severe - 30 Days (Fail)
M	Moderate - 30 Days (Fail)
L	Low – 60 Days (Fail)

Mark all that apply:

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Address and Signage	Address, signage, or building identification codes are broken, illegible, or not visible.			M ☐	
Bathtub and Shower	Only 1 bathtub or shower is present and it is inoperable or does not drain.	S ☐	L ☐		
	A bathtub or shower is inoperable or does not drain and at least 1 bathtub or shower is present elsewhere that is operational.	M ☐	L ☐		
	Bathtub component or shower component is damaged, inoperable, or missing such that it may limit the resident's ability to maintain personal hygiene.	M ☐	L ☐		
	Bathtub component or shower component is damaged, inoperable, or missing and it does not limit the resident's ability to maintain personal hygiene.	L ☐			
	Bathtub or shower cannot be used in private.*	*M ☐	M ☐		
Cabinet and Storage	Food storage space is not present.*	*M ☐			
	Storage component is damaged, inoperable, or missing.	M ☐	L ☐		
Call-For-Aid System	**System is blocked, or pull cord is higher than 6 inches off the floor.**	**LT** ☐	**LT** ☐		
	System does not function properly.	**LT** ☐	**LT** ☐		
Carbon Monoxide	**Carbon monoxide alarm is missing, not installed, or not installed in a proper location.***	**LT** ☐			
	Carbon monoxide alarm is obstructed.	**LT** ☐	**LT** ☐		
	Carbon monoxide alarm does not produce an audio or visual alarm when tested.	**LT** ☐	**LT** ☐		
Ceiling	Ceiling has an unstable surface.	M ☐	M ☐		
	Ceiling has a hole.	M ☐	M ☐		
	Ceiling component(s) is not functionally adequate.	S ☐	S ☐		
Chimney	**A visually accessible chimney, flue, or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may not safely contain fire and convey smoke and combustion gases to the exterior.**	**LT** ☐	**LT** ☐	**LT** ☐	
	Chimney exhibits signs of structural failure.			**LT** ☐	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Clothes Dryer Exhaust Ventilation	**Electric dryer transition duct is detached or missing.**	**LT** ☐	**LT** ☐		
	Gas dryer transition duct is detached or missing.	**LT** ☐	**LT** ☐		
	Electric dryer exhaust ventilation system has restricted airflow.	**LT** ☐	**LT** ☐	**LT** ☐	
	Dryer transition duct is constructed of unsuitable material.	**LT** ☐	**LT** ☐		
	Gas dryer exhaust ventilation system has restricted airflow.	**LT** ☐	**LT** ☐	**LT** ☐	
	Exterior dryer vent cover, cap, or a component thereof is missing.			L ☐	
Cooking Appliance	Cooking range, cooktop, or oven does not ignite or produce heat.	S ☐	L ☐		
	Cooking range, cooktop, or oven component is damaged or missing such that the device is unsafe for use.	M ☐	M ☐		
	Primary cooking appliance is missing.*	*M ☐			
	A microwave is the primary cooking appliance and it is damaged.	S ☐			
	A burner does not produce heat, but at least 1 other burner is present on the cooking range or cooktop and does produce heat.	M ☐	M ☐		
Door - Entry	Entry door will not open.	M ☐	M ☐		
	Entry door will not close.	S ☐	M ☐		
	Entry door self-closing mechanism is damaged, inoperable, or missing.	S ☐	M ☐		
	Hole, split, or crack that penetrates completely through entry door.	M ☐	M ☐		
	Entry door is missing.	**LT** ☐	S ☐		
	Entry door surface is delaminated or separated.	M ☐	M ☐		
	Entry door frame, threshold, or trim is damaged or missing.	M ☐	M ☐		
	Entry door seal, gasket, or stripping is damaged, inoperable, or missing.	M ☐	M ☐		
	Entry door component is damaged, inoperable, or missing and it does not limit the door's ability to provide privacy or protection from weather or infestation.	L ☐	L ☐		
	Entry door cannot be secured.	S ☐	M ☐		
Door - Fire	Fire labeled door does not open.	S ☐	S ☐		
	Fire labeled door does not close and latch or the self-closing hardware is damaged or missing such that the door does not self-close and latch.	S ☐	S ☐		
	Fire labeled door assembly has a hole of any size or is damaged such that its integrity may be compromised.	S ☐	S ☐		
	Fire labeled door seal or gasket is damaged or missing.	S ☐	S ☐		
	An object is present that may prevent the fire labeled door from closing and latching or self-closing and latching.	S ☐	S ☐		
	Fire labeled door cannot be secured.	S ☐	M ☐		
	Fire labeled door is missing.	**LT** ☐	**LT** ☐		
Door - General	A passage door does not open.	M ☐	M ☐		
	A passage door component is damaged, inoperable, or missing and the door is not functionally adequate.	L ☐	L ☐		
	A door that is not intended to permit access between rooms has a damaged, inoperable, or missing	L ☐			
	An exterior door component is damaged, inoperable, or missing.			M ☐	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Drain	Drain is fully blocked.	M ☐	M ☐	M ☐	
Egress	**Obstructed means of egress.**	**LT** ☐	**LT** ☐	**LT** ☐	
	Sleeping room is located on the 3rd floor or below and has an obstructed rescue opening.	**LT** ☐			
	Fire escape access is obstructed.	**LT** ☐			
Electrical - Conductor, Outlet, and Switch	**Outlet or switch is damaged.**	**LT** ☐	**LT** ☐	**LT** ☐	
	Testing indicates a three-pronged outlet is not properly wired or grounded.	S ☐	S ☐	S ☐	
	Outlet does not have visible damage and testing indicates it is not energized.	S ☐	S ☐	S ☐	
	Exposed electrical conductor.	**LT** ☐	**LT** ☐	**LT** ☐	
	Water is currently in contact with an electrical conductor.	**LT** ☐	**LT** ☐		
Electrical - GFCI/AFCI	GFCI outlet or GFCI breaker is not visibly damaged and the test or reset button is inoperable.	S ☐	S ☐	S ☐	
	AFCI outlet or AFCI breaker is not visibly damaged and the test or reset button is inoperable.	S ☐	S ☐	S ☐	
	An unprotected outlet is present within six feet of a water source.*	*S ☐	*S ☐	*S ☐	
Electrical - Service Panel	Electrical service panel is not readily accessible.	M ☐	M ☐	M ☐	
	The overcurrent protection device is damaged.	**LT** ☐	**LT** ☐	**LT** ☐	
	The overcurrent protection device is contaminated.	S ☐	S ☐	S ☐	
Elevator	Elevator is inoperable.		M ☐		
	Elevator door does not fully open and close.		M ☐		
	Elevator cab is not level with the floor.		M ☐		
	Safety edge device has malfunctioned or is inoperable.		M ☐		
Exit Sign	**Exit sign is damaged, missing, obstructed, or not adequately illuminated.**		**LT** ☐	**LT** ☐	
Fence and Gate	Fence component is missing.			M ☐	
	Gate does not open, close, latch, or lock.			M ☐	
	Fence demonstrates signs of collapse.			M ☐	
Fire Escape	**Fire escape component is damaged or missing.**			**LT** ☐	
Fire Extinguisher	**Fire extinguisher pressure gauge reads over or under-charged.**	**LT** ☐	**LT** ☐	**LT** ☐	
	Fire extinguisher service tag is missing, illegible, or expired.	**LT** ☐	**LT** ☐	**LT** ☐	
	Fire extinguisher is damaged or missing.	**LT** ☐	**LT** ☐	**LT** ☐	
Flammable and Combustible Item	**Flammable or combustible item is on or within 3 feet of an appliance that provides heat for thermal comfort or a fuel-burning water heater.** **OR** **Improperly stored chemicals.**	**LT** ☐	**LT** ☐	**LT** ☐	
Floor	Floor substrate is exposed.	M ☐	M ☐		
	Floor component(s) is not functionally adequate.	M ☐	M ☐		
Food Preparation	Food preparation area is not present.*	*M ☐			
	Food preparation area is damaged or is not functionally adequate.	M ☐	M ☐		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Foundation	Foundation is cracked.	M ☐	M ☐	M ☐	
	Foundation has exposed rebar or foundation is spalling, flaking, or chipping.	M ☐	M ☐	M ☐	
	Foundation is infiltrated by water.	M ☐	M ☐		
	Foundation support post, column, beam, or girder is damaged.	M ☐	M ☐	M ☐	
	Foundation vent cover is missing or damaged.			M ☐	
Garage Door	Garage door has a hole.	M ☐	M ☐	M ☐	
	Garage door does not open, close, or remain open or closed.	M ☐	M ☐	M ☐	
Grab bar	Grab bar is not secure.	M ☐	M ☐		
Guardrail	**Guardrail is missing or not installed.***	***LT ☐**	***LT ☐**	***LT ☐**	
	Guardrail is not functionally adequate.	**LT ☐**	**LT ☐**	**LT ☐**	
Handrail	Handrail is missing.	M ☐	M ☐	M ☐	
	Handrail is not secure.	M ☐	M ☐	M ☐	
	Handrail is not functionally adequate.	M ☐	M ☐	M ☐	
	Handrail is not installed where required.		L ☐	L ☐	
HVAC	**The inspection date is on or between October 1 and March 31 and the permanently installed heating source is not working or the permanently installed heating source is working and the interior temperature is below 64 degrees Fahrenheit.***	***LT ☐**			
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is working and the interior temperature is 64 to 67.9 degrees Fahrenheit.*	*S ☐			
	Air conditioning system or device is not operational.	M ☐	L ☐		
	Unvented space heater that burns gas, oil, or kerosene is present.*	***LT ☐**	***LT ☐**		
	Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.	**LT ☐**	**LT ☐**		
	Heating system or device safety shield is damaged or missing.	S ☐	S ☐		
	The inspection date is on or between April 1 and September 30 and a permanently installed heating source is damaged, inoperable, missing, or not installed.*	*M ☐	*M ☐		
	Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.	**LT ☐**	**LT ☐**	**LT ☐**	
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is inoperable.		M ☐		
Infestation	Evidence of cockroaches.	M ☐	M ☐		
	Extensive cockroach infestation.	S ☐	M ☐		
	Evidence of bedbugs.	M ☐	M ☐		
	Extensive bedbug infestation.	S ☐	M ☐		
	Evidence of mice.	M ☐	M ☐		
	Extensive mouse infestation.	S ☐	M ☐		
	Evidence of rats.	M ☐	M ☐	M ☐	
	Extensive rat infestation.	S ☐	S ☐		
	Evidence of other pests.	M ☐	M ☐		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Leak - Gas/Oil	**Natural gas, propane, or oil leak.**	**LT** ☐	**LT** ☐	**LT** ☐	
Leak - Sewage	Blocked sewage system.	S ☐	S ☐	S ☐	
	Leak in sewage system.	S ☐	S ☐	S ☐	
	Cap to the cleanout or pump cover is detached or missing.	M ☐	M ☐	M ☐	
	Cleanout cap or riser is damaged.	M ☐	M ☐	M ☐	
Leak - Water	Environmental water intrusion.	M ☐	M ☐		
	Plumbing leak.	M ☐	M ☐	L ☐	
	Fluid is leaking from the sprinkler assembly.	M ☐	M ☐	L ☐	
Lighting - Auxiliary	Auxiliary lighting is damaged, missing, or fails to illuminate when tested.		S ☐	S ☐	
Lighting - Exterior	A permanently installed light fixture is damaged, inoperable, missing, or not secure.			M ☐	
Lighting - Interior	A permanently installed light fixture is inoperable.	M ☐	M ☐		
	A permanently installed light fixture is not secure.	M ☐	M ☐		
	At least one (1) permanently installed light fixture is not present in the kitchen and bathroom.*	*M ☐	*M ☐		
Litter	Litter is accumulated in an undesignated area.		M ☐	L ☐	
Minimum Electrical and Lighting	At least two (2) working outlets are not present within each habitable room. OR At least one (1) working outlet and one (1) permanently installed light fixture is not present within each habitable room.*	*M ☑			
Mold-Like Substance	Presence of mold-like substance at moderate levels is observed visually.	M ☐	L ☐		
	Presence of mold-like substance at high levels is observed visually.	S ☐	M ☐		
	Presence of mold-like substance at extremely high levels is observed visually.	**LT** ☐	S ☐		
	Elevated moisture level.	M ☐	L ☐		
Parking Lot	Parking lot has any one pothole that is 4 inches deep and 1 square foot or greater.			M ☐	
	Parking lot has ponding.			M ☐	
Potential Lead-Based Paint Hazards - Visual Assessment	Paint in a Unit or Inside the target property is deteriorated – below the level required for lead-safe work practices by a lead-certified firm or for passing clearance.	M ☐	M ☐		
	Paint in a Unit or Inside the target property is deteriorated – above the level required for lead-safe work practices by a lead-certified firm and passing clearance.	S ☐	S ☐		
	Paint Outside on a target property is deteriorated – below the level required for lead-safe work practices by a lead-certified firm or for passing clearance.			M ☐	
	Paint Outside on a target property is deteriorated – above the level required for lead-safe work practices by a lead-certified firm and passing clearance.			S ☐	
Private Roads and Driveways	Road or driveway access to the property is blocked or impassable for vehicles.			S ☐	
	Road or driveway has any one pothole that is 4 inches deep and 1 square foot or greater.			M ☐	
Refrigerator	Refrigerator is inoperable such that it may be unable to safely and adequately store food.	M ☐	M ☐		
	Refrigerator component is damaged such that it impacts functionality.	M ☐	M ☐		
	Refrigerator is missing.*	*M ☐			

Paint in a unit or inside the target property that is deteriorated above the level required for lead-safe work practices by a lead-certified firm and passing clearance may require a 24 hour correction time period.

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Retaining Wall	Retaining wall is leaning away from the fill side.			M ☐	
	Retaining wall is partially or completely collapsed.			M ☐	
Roof Assembly	Restricted flow of water from a roof drain, gutter, or downspout.			M ☐	
	Gutter component is damaged, missing, or unfixed.			M ☐	
	Roof surface has standing water.			M ☐	
	Substrate is exposed.			M ☐	
	Roof assembly has a hole.			M ☐	
	Roof assembly is damaged.			M ☐	
Sharp Edges	A sharp edge that can result in a cut or puncture hazard is present.	S ☐	S ☐	S ☐	
Sidewalk, Walkway, Ramp	Sidewalk, walkway, or ramp is blocked or impassable.			M ☐	
	Sidewalk, walkway, or ramp is not functionally adequate.			M ☐	
Sink	Sink or sink component is damaged or missing and the sink is not functionally adequate.	M ☐	L ☐		
	Water is directed outside of the basin.	L ☐	L ☐		
	Sink is not draining.	M ☐	M ☐		
	Sink is improperly installed, pulling away from the wall, leaning, or there are gaps between the sink and wall.	M ☐	M ☐		
	Sink component is damaged or missing and the sink is functionally adequate.	L ☐	L ☐		
	Cannot activate or deactivate hot and cold water.*	*M ☐	M ☐		
	Sink is missing or not installed within the primary kitchen.*	*M ☐			
Site Drainage	Water runoff is unable to flow through the site drainage system.			L ☐	
	Erosion is present.			L ☐	
	Grate is not secure or does not cover the site drainage system's collection point.			M ☐	
Smoke Alarm	**Smoke alarm is not installed where required.***	***LT ☐**	***LT ☐**		
	Smoke alarm is obstructed.	**LT ☐**	**LT ☐**		
	Smoke alarm does not produce an audio or visual alarm when tested.	**LT ☐**	**LT ☐**		
Sprinkler Assembly	**Sprinkler head assembly is encased or obstructed by an item or object that is within 18 inches of the sprinkler head.**	**LT ☐**	**LT ☐**	**LT ☐**	
	Sprinkler assembly component is damaged, inoperable, or missing and it is detrimental to performance.	**LT ☐**	**LT ☐**		
	Sprinkler assembly has evidence of corrosion.	**LT ☐**	**LT ☐**	**LT ☐**	
	Sprinkler assembly has evidence of foreign material that is detrimental to performance.	**LT ☐**	**LT ☐**	**LT ☐**	
Stairs	Tread is missing or damaged.	M ☐	M ☐	M ☐	
	Stringer is damaged.	M ☐	M ☐	M ☐	
Steps and Stairs	Step or stair is not functionally adequate.			M ☐	
Structure	**Structural system exhibits signs of serious failure.**	**LT ☐**	**LT ☐**	**LT ☐**	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Toilet	**Only 1 toilet was installed, and it is missing.**	**LT** ☐	M ☐		
	A toilet is missing and at least 1 toilet is installed elsewhere that is operational.	M ☐	M ☐		
	Only 1 toilet was installed, and it is damaged or inoperable.	S ☐	M ☐		
	A toilet is damaged or inoperable and at least 1 toilet is installed elsewhere that is operational.	M ☐	M ☐		
	Toilet component is damaged, inoperable, or missing such that it may limit the resident's ability to safely discharge human waste.	M ☐	M ☐		
	Toilet is not secured at the base.	M ☐	M ☐		
	Toilet component is damaged, inoperable, or missing and it does not limit the resident's ability to discharge human waste.	L ☐	L ☐		
	Toilet cannot be used in private.*	*M ☐	M ☐		
Trash Chute	Chute door does not open or self-close and latch.		M ☐		
	Chute is clogged.		M ☐		
Trip Hazard	Trip hazard on walking surface.	M ☐	M ☐	M ☐	
Ventilation	Exhaust system does not respond to the control switch.	M ☐	M ☐		
	Exhaust system has restricted airflow.	M ☐	M ☐		
	Exhaust system component is damaged or missing.	M ☐	M ☐		
	Bathroom does not have proper ventilation or dehumidification.	M ☐	M ☐		
Wall - Exterior	Exterior wall covering has missing sections of at least 1 square foot per wall.			M ☐	
	Exterior wall has peeling paint of 10 square feet or more.			M ☐	
	Exterior wall component(s) is not functionally adequate.			M ☐	
Wall - Interior	Interior wall has a loose or detached surface covering.	M ☐	M ☐		
	Interior wall component(s) is not functionally adequate.	M ☐	M ☐		
	Interior wall has a hole that is greater than 2 inches in diameter or there is an accumulation of holes that are cumulatively greater than 6 inches by 6 inches.	M ☐	M ☐		
Water Heater	Temperature pressure relief (TPR) valve has an active leak or is obstructed or relief valve discharge piping is damaged, capped, has an upward slope, or is constructed of unsuitable material.	S ☐	S ☐	S ☐	
	No hot water.	S ☐	L ☐		
	The relief valve discharge piping is missing or terminates greater than 6 inches or less than 2 inches from waste receptor flood-level.	M ☐	M ☐	M ☐	
	Chimney or flue piping is blocked, misaligned, or missing.	**LT** ☐	**LT** ☐	**LT** ☐	
	Gas shutoff valve is damaged, missing, or not installed.	**LT** ☐	**LT** ☐	**LT** ☐	
Window	Window will not open or stay open.	M ☐	L ☐		
	Window cannot be secured.	M ☐	L ☐		
	Window will not close.	S ☐	M ☐		
	Window component is damaged or missing and the window is not functionally adequate.	M ☐	M ☐		