ADDENDUM # 2

To: File 1904-208-76-4918
RFP for: Property Management Inspection Software

The following questions are asked:

Question 1: How many user licenses will you need?

Answer 1: This depends on how the licenses are issued. We have 67 properties and many people who will use the program. How licenses are issued by Proposer is identified and the Information should be part of the proposal submitted.

Question 2: The RFP states that SAHA is looking for an "off-the-shelf" product (see *1.0 SAHA Scope of Services*). Given that many of the requirements require a system with significant configurability, how open are you to a configurable pre-built app solution on the Salesforce platform?

Answer 2: The configurability needs to meet the requirements of the RFP if the base program does not contain the exact needs.

Question 3: Does SAHA have experience working with CRM platforms, such as Salesforce? If so, are there any existing solutions at SAHA that can be leveraged to support the inspection application?

Answer 3: No, We do not have any experience.

Question 4: What housing platform does SAHA currently use for the management of its housing and voucher portfolios?

Answer 4:   Emphasys - Elite.

Question 5: Are the staff and inspector users all internal employees or does the inspector user community include contractors. Head Counts for each?

Answer 5:   They will all be SAHA staff.

Question 6: What is the solution for inspections at present? Is there a system being replaced?

Answer 6: **Staff currently utilizes a handwritten form. We want to go electronic with inspections. See Attachment for Physical Inspection REAC scoring.**

Question 7: Minimum Qualifications mentions, Contractor will be a company engaged in the business of providing cloud-based **rent reasonableness** software?

Answer 7: **The RFP is asking for <u>Property Management Inspection Software only</u>. Rent reasonableness does not apply and is replaced by Property Inspection Software.**

Question 8: Can you provide an example of "Tells inspector or staff of items missed (not addressed) during an inspection"?

Answer 8: **This can be done in several ways, for example. A percentage of the inspectable area that is complete, or when a complete inspection button is pressed a message pops up and says items were not selected.**

Question 9: Can you provide examples of these checklists:
D. The successful proposers system must produce the following checklists:
1. Customizable Resident File Audit Checklist
2. Customizable Inspection Checklist

Answer 9: **These are just a list of items that we are looking for in the inspection. SAHA wants to have the ability to add or subtract from the lists. See the Physical Inspection Library website:**
https://www.hud.gov/program_offices/public_indian_housing/reac/library/lib_phyi

If we have to add or remove a building or a unit, there should not be a long drawn out process. It should a quick add to the property profile.

Question 10: What type of integration needs does SAHA require between the proposed inspection system and existing systems?

Answer 10: **At this time no integration is needed, but the option to integrate into our existing software, Elite, is a possibility in the future.**

Question 11: Is the only training required training for IT Staff / Train the trainer or end user training as well. What are the head counts for IT training, headcounts for staff training, if required, broken down by role?

Answer 11: There will be a train the trainer and end user during the start up, but after that, unless there is a major system issue and then additional assistance maybe required. Any questions that may arise we can contact the account representative, online handbook, or help desk. We do not have a complete headcount at this time.

Question 12: The response to the RFP is due less than a week after questions are due and it is unclear from the RFP when the addendum will come out. Based on this, would SAHA consider extending the response deadline by one week to allow adequate time to incorporate the answers into our response?

Answer 12:   We are not extending the submission date of proposals at this time.

By: *Shayne Everett-Endres*   Date: May 28, 2019

Shayne Everett-Endres, Purchasing Agent

The numerical portion of the physical inspection score is a weighted average of area scores, which are in turn weighted averages of "sub-area" scores. The steps to calculate the physical inspection scores as part of the physical inspection report are described below, following the definitions and values for weights and deductions.

Definitions and Values

Number of Buildings and Units: Let M_T equal the total number of buildings, M_I equal the number of inspected buildings, N_T equal the total number of units on the property, n_j equal the number of inspected units in the jth building and N_j equal the total number of units (not just those inspected) for the jth inspected building. Further, let M_U equal the number of inspected buildings with units and M_C equal the number of buildings with common areas but no units (all common area buildings are to be inspected). Then

$$M_I = M_U + M_C.$$

If there are no units in the ith building (since inspected, it would have to have common areas), then, for weighting purposes, N_j would be assigned a value as specified below in the section on calculating area scores.

Inspectable Areas and Weights: Let $a = (a_1, a_2, a_3, a_4, a_5)$ be the initial (nominal) weights for the 5 inspectable areas of Site, Building Exterior, Building Systems, Common Areas and Dwelling Units:

$$a = (.15, .15, .20, .15, .35).$$

The counts for the 5 inspectable areas are

$$V = (1, M_I, M_I, M_I, n_\bullet),$$

where

$$n_\bullet = \sum_{j=1}^{M_I} n_j \text{ is summed over all inspected buildings.}$$

Number of Inspectable Items: Inspectable items are given in Table 1. The maximum number of inspectable items, other than the health and safety (H&S) item, in the 5 inspectable areas of Site, Building Exterior, Building Systems, Common Areas and Dwelling Units are 10, 7, 8, 15 and 16, respectively.

Let m_{ij} equal the number of inspectable items present in the jth site/building/unit for the ith area.

Inspectable Item Weights: Let b_{ij0} be the weight for the H&S item. Further, let b_{ijk}=weight for the kth inspectable item, other than the H&S item, actually present to be inspected in the jth site/building/unit[1] for the ith area. Let the value of b_{ij0} be the largest value of the b_{ijk}, that is,

$$b_{ij0}=\max_{k}(b_{ijk}).$$

Then, the total of the non-H&S item weights for items actually present in the jth site, building exterior, building systems, common areas or unit is

$$b_{ij\bullet}=\sum_{k=1}^{m_{ij}} b_{ijk}$$

If all inspectable items are present, then $b_{ij\bullet}=1$. The possible values of b_{ijk} are given in Table 1.

Table 1

ITEM WEIGHTS

Site		Building Systems		Common Areas	
Health & Safety	0.125	Health & Safety	0.155	Pools & Related Structures	0.050
Fencing & Retaining Walls	0.125	Domestic Water	0.155	Restrooms/Pool Structures	0.050
Grounds	0.125	Electrical System	0.155	Storage	0.050
Lighting	0.080	Elevators	0.050	Trash Collection Areas	0.050
Mailboxes/Project Signs	0.010	Emergency Power	0.020		
Market Appeal	0.080	Exhaust System	0.155	**Dwelling Units**	
Parking Lots/Driveways	0.080	Fire Protection	0.155	Health & Safety	0.150
Play Areas and Equipment	0.125	HVAC	0.155	Bathroom	0.150
Refuse Disposal	0.125	Sanitary System	0.155	Call-for-Aid	0.020
Storm Drainage	0.125			Ceiling	0.045
Walkways/Stairs	0.125	**Common Areas**		Doors	0.045
		Health & Safety	0.100	Electrical System	0.100
Building Exterior		Basement/Garage/Carport	0.050	Floors	0.045
Health & Safety	0.160	Closet/Utility/Mechanical	0.050	Hot Water Heater	0.100
Doors	0.160	Community Room	0.100	HVAC System	0.150
Fire Escapes	0.160	Day Care	0.100	Kitchen	0.150
Foundations	0.160	Halls/Corridors/Stairs	0.100	Lighting	0.020
Lighting	0.100	Kitchen	0.100	Outlets/Switches	0.045
Roofs	0.160	Laundry Room	0.100	Patio/Porch/Balcony	0.020
Walls	0.130	Lobby	0.050	Stairs	0.020
Windows	0.130	Office	0.050	Walls	0.045
		Other Community Spaces	0.050	Windows	0.045
		Patio/Porch/Balcony	0.050		

Deduction values: Let c_{ijkl} equal the criticality value and let d_{ijkl} equal the severity value for the lth deficiency observed for the kth inspectable item present in the jth site/building/unit in the ith area. Let e_{ijkl} equal the deduction value, defined as the product of the criticality value times the severity value:

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[1] For the Site area, j=1 is the only possible value.

$e_{ijkl}=(c_{ijkl})x(d_{ijkl}).$

The deduction value times the item weight is subtracted from possible points to create sub-area scores as described below. If there is no observed deficiency, then $e_{ijkl}=0$. Possible non-zero values of c_{ijkl}, d_{ijkl} and e_{ijkl} for observed deficiencies are as shown in Tables 2, 3 and 4.

Health & Safety Deficiency Deductions: H&S deductions are identical to non-H&S deductions and can come from either the H&S item or certain of the non-H&S items, as given in Table 5 at the end of the paper. The H&S item weight is not used in normalizing item weights and is set at the largest item weight for those items present to be inspected, as seen in Table 1. In the specific case of Common Areas, the largest weight could change if all of the inspectable items with a weight of 0.100 are not present to be inspected (designated as N/A). In that case, Table 1 shows that the H&S item would have a weight equal to all of the other Common Areas items.

Table 2

CRITICALITY LEVELS And VALUES

Level		Value
Critical	5	5.00
Very Important	4	3.00
Important	3	2.25
Contributes	2	1.25
Slight Contribution	1	0.50

Table 3

SEVERITY LEVELS And VALUES

Level	Value
Severe	1.00
Major	0.50
Minor	0.25

Table 4

DEDUCTION VALUES

		Severity		
		Severe (1.00)	Major (0.50)	Minor (0.25)
Criticality	Critical (5.00)	5.0	2.5	1.25

Very Important	(3.00) 3.0	1.5	0.75
Important	(2.25) 2.25	1.125	0.5625
Contributes	(1.25) 1.25	0.625	0.3125
Slight Contribution (0.50) 0.5		0.25	0.125

Sub-Area Scores

Sub-area scores are calculated for each building for the inspectable areas of Building Exterior, Building Systems and Common Areas. Also, a Dwelling Units sub-area score is calculated for each inspected unit. There is only one site, so the one and only Site sub-area score will also be the Site area score.

The sub-area score for the jth site/building/unit for the ith area is defined to be

$$S_{ij} = \max\left[0, \left(b_{ij\bullet} - \sum_{k=0}^{m_{ij}} b_{ijk} \sum_{l=1}^{h_{ijk}} c_{ijkl} d_{ijkl}\right)/ b_{ij\bullet}\right]$$

$$= \max\left[0, \left(b_{ij\bullet} - \sum_{k=0}^{m_{ij}} b_{ijk} e_{ijk\bullet}\right)/ b_{ij\bullet}\right]$$

$$= \max\left[0, 1 - \sum_{k=0}^{m_{ij}} (b_{ijk}/b_{ij\bullet}) e_{ijk\bullet}\right], \quad j=1, 2, \ldots V_i\, ., \ i=1, 2, 3, 4, 5, \tag{1}$$

where
$$e_{ijk\bullet} = \sum_{l=1}^{h_{ijk}} c_{ijkl} d_{ijkl}$$

and h_{ijk} stands for the number of deficiencies observed for the kth inspectable item present in the jth site/building/unit in the ith area. The maximum function in Equation (1) reflects the rule that sub-area scores are constrained to be non-negative.

It is seen in Equation (1) that there are two ways of interpreting sub-area scores. The second form of the equation simplifies the first and shows that positive sub-area scores are equal to the possible points[2] ($b_{ij\bullet}$) minus the weighted (b_{ijk}) deductions ($e_{ijk\bullet}$) of observed deficiencies, including zeroes[3], summed up within each item, with the difference divided by the weight of items present ($b_{ij\bullet}$). Division by $b_{ij\bullet}$ in Equation (1) normalizes the pre-H&S score to full points.

Alternatively, the third form of Equation (1) shows that positive sub-area scores equal the full points[4] minus the weighted average[5] of deductions for observed deficiencies, including zeroes, summed up within each item.

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[2] The possible points equal the sum of item weights for those items actually present to be inspected in the jth site/building/unit for the ith area.

[3] Zero deductions are where no deficiency is observed for an item that is present to be inspected.

[4] In this paper 1 is full points. In REAC scoring reports 100 is used, with e_{ijkl} multiplied by 100.

[5] The weights used ($b_{ijk}/b_{ij\bullet}$) are from those items actually present to be inspected in the jth site/building/unit for the ith area. In this form, the weights have been normalized to add to 1.

Equation (1) may be considered as having two parts, the sub-area score before H&S is taken into account, S'_{ij}, and the reduction in score due to H&S deficiencies, S''_{ij}. Let e'_{ijkl} equal zero for all H&S deficiencies in any of the non-H&S items present to be inspected. (Note that starting the first summation below with k=1 excludes all H&S deductions for the H&S item itself.) Then

$$S_{ij} = S'_{ij} - S''_{ij}, \quad j=1, 2, \ldots V_i ., \quad i=1, 2, 3, 4, 5, \qquad (2)$$

where

$$S'_{ij} = \max[0, \ 1 - \sum_{k=1}^{m_{ij}} (b_{ijk}/b_{ij\bullet}) e'_{ijk\bullet}], \quad j=1, 2, \ldots V_i ., \quad i=1, 2, 3, 4, 5,$$

and

$$S''_{ij} = S'_{ij} - \max[0, \ 1 - \sum_{k=0}^{m_{ij}} (b_{ijk}/b_{ij\bullet}) e_{ijk\bullet}], \quad j=1, 2, \ldots V_i ., \quad i=1, 2, 3, 4, 5.$$

[NOTE: Starting with k=0 includes all deficiencies, whether H&S or not. Starting with k=1 eliminates the H&S item itself, but is also meant to represent eliminating *all* H&S deficiencies, whether in the H&S item or other items.]

Area Scores

In general, area scores are weighted averages of the sub-area scores. For the jth site/building/unit in the ith area, let U_{ij} be the value used in weighting sub-area scores to calculate area scores, where

$$U_{ij} = \begin{cases} 1, & i=1, j=1 \ \text{(Site)} \\ g_{ij}N_j b_{ij\bullet}, & j=1, 2, \ldots, V_i, \ i=2, 3 \ \text{(Building Exterior \& Systems)} \\ g_{ij}b_{ij\bullet}, & j=1, 2, \ldots, V_i, \ i=4 \ \text{(Common Areas)} \\ b_{ij\bullet}, & j=1, 2, \ldots, n_{i\bullet}, \ i=5 \ \text{(Dwelling Units)} \end{cases}$$

summed over all inspectable items present (as denoted by the "$\bullet$" in the 3rd subscript), where N_j is defined for all common area buildings without units as

$$N_j = N_T/M_T$$

This factor is simply the average number of units in all buildings, whether inspected or not. Further, g_{ij} is defined as 1 or a factor to reduce the influence of common buildings when appropriate for equity reasons:

$$g_{ij} = \begin{cases} b_{4j\bullet}N_\bullet/N_T, & \text{for all common area buildings without units, i=2, 3} \\ N_\bullet/N_T, & \text{for all common area buildings without units, i=4} \\ 1, & \text{for buildings with units for i=2, 3, 4.} \end{cases}$$

The b_{4j}. factor for building exteriors and systems is the sum of weights for items present to be inspected in common areas and is used as a proxy for size of common buildings. For equity reasons, it is appropriate to give less weight to common buildings with fewer inspectable items. With few inspectable items present, the building is likely to be smaller than the average building on the property.

For common area buildings without units the $N_.../N_T$ factor proportionately reduces their impact in cases where not all buildings with units are inspected. This is appropriate on equity grounds because all common buildings are inspected, but buildings with units may be sampled in large properties. Without the correction the common buildings would have more influence than would have been the case if all buildings had been inspected.

Thus,

$$S_i=\sum_{j=1}^{V_i}U_{ij}S_{ij}/U_{i.},\quad i=1, 2, 3, 4, 5, \tag{3}$$

summed over all buildings or units as appropriate. As stated above, the Site area score is the same as the sub-area Site score. The area scores for Building Exterior and Building Systems are the weighted averages of their respective sub-area scores, where the weight for the jth building is the product of multiplying the total number of units[6] by the total of the item weights for all items present to be inspected within the jth building. The weight used for the jth building for the Common Areas score is just the total of the item weights for all items present to be inspected within the jth building for Common Areas. Similarly, the weight used for the jth unit for the Dwelling Unit score is the total of item weights for all items present to be inspected within the jth unit.

Property Score

The property score is then the weighted average of all area scores, where the weights are "normalized" area weights, taking into account the weights of those items actually present to be inspected within each area averaged over all buildings or units as appropriate. The normalized area weights are

$$a'_i=a_i(b_{i..}/V_i)/\sum_{i=1}^{5}a_i(b_{i..}/V_i), i=1, 2, 3, 4, 5, \tag{4}$$

where $b_{i..}/V_i$ is the average over all buildings or units of total item weights of all items present to be inspected in the ith inspectable area. The overall property score is then

$$S=\sum_{i=1}^{5}a'_i S_i$$

$$\sum^{5}\quad V_i$$

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[6] Not just those units inspected.

$$=\sum_{i=1} a'_i \sum_{j=1} U_{ij} S_{ij}/U_{i\bullet}$$

$$=\sum_{i=1}^{5} a'_i \sum_{j=1}^{V_i} U_{ij}\{max[0, 1-\sum_{k=0}^{m_{ij}}(b_{ijk}/b_{ij\bullet})e_{ijk\bullet}]\}/U_{i\bullet} \tag{5}$$

This can be split into two components, the score ignoring H&S and the H&S deduction, as in Equation (2). Thus,

$$S=\sum_{i=1}^{5} a'_i \sum_{j=1}^{V_i} U_{ij} S'_{ij}/U_{i\bullet} - \sum_{i=1}^{5} a'_i \sum_{j=1}^{V_i} U_{ij} S''_{ij}/U_{i\bullet} \tag{6}$$

For reporting purposes, the five elements summed up in the first component are the areas scores. The second component is the deductions for H&S, where the 2nd, 3rd and 4th sub-components can be summed up to report out the H&S deduction for buildings.

Special Cases
(Not needed to program Ver. 2.1 scoring, but added to help in understanding scoring.)

Case 1: Assume all sub-area scores are positive. Then Equation (5) becomes

$$S=\sum_{i=1}^{5} a'_i \sum_{j=1}^{V_i} U_{ij}[1-\sum_{k=0}^{m_{ij}}(b_{ijk}/b_{ij\bullet})e_{ijk\bullet}]/U_{i\bullet} \tag{7}$$

Case 2: Assume all sub-area scores are positive (Case 1) and each building has the same number of total units, whether inspected or not. Then

$$N_i=N, \quad i=2, 3$$

and

$$U_{ij}/U_{i\bullet}=b_{ij\bullet}/b_{i\bullet\bullet}, \quad i=2, 3$$

where the N in the 2nd and 3rd inspectable areas has cancelled out in an expansion of Equation (3).

All sub-area scores are unchanged as are area scores for Site, Common Areas and Units. Area scores associated with buildings are simplified, however, and Equations (3) and (7) become

$$S_i=\sum_{j=1}^{V_i}(b_{ij\bullet}/b_{i\bullet\bullet})/S_{ij}$$

$$=1 - \sum_{j=1}^{V_i}\sum_{k=0}^{m_{ij}}(b_{ijk}/b_{i\bullet\bullet})e_{ijk\bullet}, \quad i=1, 2, 3, 4, 5$$

$$S=1 - \sum_{i=1}^{5}a'_i\sum_{j=1}^{V_i}\sum_{k=0}^{m_{ij}}(b_{ijk}/b_{i\bullet\bullet})e_{ijk\bullet} \tag{8}$$

where

$$a'_i=(a_i \, b_{i\bullet\bullet}/V_i)/\sum_{i=1}^{5}a_i(b_{i\bullet\bullet}/V_i)$$

$$=(a_i \, \overline{b_{i\bullet\bullet}})/\sum_{i=1}^{5}a_i \, \overline{b_{i\bullet\bullet}}$$

with

$$\overline{b_{1\bullet\bullet}}=b_{1\bullet\bullet}$$

$$\overline{b_{i\bullet\bullet}}=b_{i\bullet\bullet}/M_I , \quad i=2, 3, 4$$

$$\overline{b_{5\bullet\bullet}}=b_{5\bullet\bullet}/n_\bullet$$

which are the total weights for sub-area items present within each inspectable area averaged over the number of inspected buildings (M) or inspected units (n$_\bullet$) as appropriate.

Table 5
HEALTH & SAFETY (LT or NLT)
Site

Inspectable Item	Nominal Item Weight	Observable Deficiency	Criticality Level	Severity MI	MA	SE	H&S
Fencing and Retaining Walls	12.5%	Damaged or Missing Gates	4			X	NLT
	12.5%	Damaged/Falling/Leaning	2			X	NLT
	12.5%	Holes	3			X	NLT
	12.5%	Missing Sections	3			X	NLT
Grounds	12.5%	Erosion Areas	4			X	NLT
Health & Safety	12.5%	Air Quality - Sewer Odor Detected	3			X	NLT
	12.5%	Electrical Hazards - Exposed Wires/Open Panels	5			X	LT
	12.5%	Flammable Materials - Improperly Stored	3			X	NLT
	12.5%	Garbarge and Debris - Outdoors	3			X	NLT
	12.5%	Hazards - Other	3			X	NLT
	12.5%	Hazards - Sharp Edges	3			X	NLT
	12.5%	Hazards - Tripping	3			X	NLT
	12.5%	Infestation - Insects	3			X	NLT
	12.5%	Infestation - Rats/Mice/Vermin	3			X	NLT
Play Areas and Equipment	12.5%	Damaged/Broken Equipment	3			X	NLT
Walkways/Stairs	12.5%	Broken/Missing Hand Railing	3			X	NLT
	12.5%	Broken/Missing Steps	3			X	NLT

Notes:

1.) Nominal item weight assumes that all items for the Site are present. Item weights would be adjusted accordingly when items are not applicable (N/A)

2.) The Health & Safety item assumes the highest item weight for a particular inspection. Nominally it is equal to 12.5%

3.) "X" in the severity columns indicates which severity levels are applicable.

4.)   In the severity column, MI is minor, MA major and SE severe. Only severe is applied to H&S deficiencies.

5.)   In the H&S column, NLT is non-life threatening H&S and LT (life threatening) is exigent/fire safety (calling for immediate attention or remedy.)

Building Exterior

Inspectable Item	Nominal Item Weight	Observable Deficiency	Criticality Level	Severity MI	MA	SE	H&S
Doors	16.0%	Broken/Missing Glazing/Glass	4			X	NLT
	16.0%	Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	16.0%	Damaged/Missing Screen/Storm/Security Door	3			X	NLT
Fire Escapes	16.0%	Blocked Egress/Ladders	5			X	LT
	16.0%	Visibly Missing Components	5			X	LT
Health and Safety	16.0%	Electrical Hazards - Exposed Wires/Open Panels	5			X	LT
	16.0%	Electrical Hazards - Water Leaks on/near Electrical Equipment	5			X	LT
	16.0%	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	5			X	LT
	16.0%	Emergency Fire Exits - Missing Exit Signs	3			X	NLT
	16.0%	Flammable Materials - Improperly Stored	3			X	NLT
	16.0%	Garbage and Debris - Indoors	3			X	NLT
	16.0%	Garbage and Debris - Outdoors	3			X	NLT
	16.0%	Hazards - Other	3			X	NLT
	16.0%	Hazards - Sharp Edges	3			X	NLT
	16.0%	Hazards - Tripping	3			X	NLT
	16.0%	Infestation - Insects	3			X	NLT
	16.0%	Infestation - Rats/Mice/Vermin	3			X	NLT
Walls	13.0%	Damaged Chimneys	4			X	NLT
Windows	13.0%	Broken/Missing/Cracked Panes	3			X	NLT
	13.0%	Security Bars Prevent Ingress/Egress	5			X	LT

Notes:
1.) Nominal item weight assumes that all items for the Building Exterior are present. Item weights would be adjusted accordingly when items are not applicable (N/A)
2.) The Health & Safety item assumes the highest item weight for a particular inspection. Nominally it is equal to 16.0%
3.) "X" in the severity columns indicates which severity levels are applicable.
4.) In the severity column, MI is minor, MA major and SE severe. Only severe is applied to H&S deficiencies.
5.) In the H&S column, NLT is non-life threatening H&S and LT (life threatening) is exigent/fire safety (calling for immediate attention or remedy.)

Building Systems

Inspectable Item	Nominal Item Weight	Observable Deficiency	Criticality Level	MI	MA	SE	H&S
Domestic Water	15.5%	Central Hot Water Supply Inoperable	5			X	NLT
	15.5%	Misaligned Ventilation System	5			X	LT
	15.5%	Missing Pressure Relief Valve	5			X	NLT
	15.5%	Rust/Corrosion on Heater Chimney	2			X	NLT
	15.5%	Water Supply Inoperable	5			X	NLT
Electrical System	15.5%	Blocked Access/Improper Storage	3			X	NLT
	15.5%	Burnt Breakers	4			X	NLT
	15.5%	Evidence of Leaks/Corrosion	5			X	NLT
	15.5%	Missing Breakers	5			X	LT
	15.5%	Missing Covers	5			X	LT
Elevators	5.0%	Not Operable	5			X	NLT
Fire Protection	15.5%	Missing (Sprinkler Head)	5			X	NLT
	15.5%	Missing/Damaged/Expired Extinguishers	5			X	LT
Health & Safety	15.5%	Air Quality - Mold and/or Mildew Observed	3			X	NLT
	15.5%	Air Quality - Propane/Nat'l Gas/Methane Gas Detected	5			X	LT
	15.5%	Air Quality - Sewer Odor Detected	3			X	NLT
	15.5%	Electrical Hazards - Exposed Wires/Open Panels	5			X	LT
	15.5%	Electrical Hazards - Water Leaks on/near Electrical Equipment	5			X	LT
	15.5%	Elevator - Tripping	3			X	NLT
	15.5%	Flammable Materials - Improperly Stored	3			X	NLT
	15.5%	Garbage and Debris - Indoors	3			X	NLT
	15.5%	Garbage and Debris - Outdoors	3			X	NLT
	15.5%	Hazards - Other	3			X	NLT
	15.5%	Hazards - Sharp Edges	3			X	NLT
	15.5%	Hazards - Tripping	3			X	NLT
	15.5%	Infestation - Insects	3			X	NLT
	15.5%	Infestation - Rats/Mice/Vermin	3			X	NLT
HVAC	15.5%	Fuel Supply Leaks	4			X	NLT
	15.5%	Gas Fired Unit-Missing/Misaligned Chimney	5			X	LT
	15.5%	General Rust/Corrosion	2			X	NLT
Sanitary System	15.5%	Broken/Leaking/Clogged Pipes or Drains	5			X	NLT

Common Areas

Inspectable Item	Nominal Item Weight	Observable Deficiency	Criticality Level	Severity MI	MA	SE	H&S
Basement/Garage/Carport	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	4			X	NLT
	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT
	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Frayed Wiring	5			X	
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5			X	LT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT
Closet/Utility/Mechanical	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	5.0%	Doors - Deteriorated/Missing Seals	4			X	
	5.0%	Doors - Missing Door	5			X	NLT
	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT
	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5			X	LT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Damaged Window Sill	4				
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT

Community Room	10.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	10.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	10.0%	Doors - Missing Door	5			X	NLT
	10.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	10.0%	Electrical - Burnt Breakers	4			X	NLT
	10.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	10.0%	Electrical - Missing Breakers	5			X	LT
	10.0%	Electrical - Missing Covers	5			X	LT
	10.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	10.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	10.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	10.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	10.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	10.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	10.0%	Windows - Peeling/Needs Paint	1				
	10.0%	Windows - Security Bars Prevent Egress	5			X	LT
Day Care	10.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	10.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	10.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	10.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	10.0%	Electrical - Burnt Breakers	4			X	NLT
	10.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	10.0%	Electrical - Missing Breakers	5			X	LT
	10.0%	Electrical - Missing Covers	5			X	LT
	10.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	10.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	10.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	10.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	10.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	10.0%	Windows - Damaged Window Sill	4				
	10.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	10.0%	Windows - Security Bars Prevent Egress	5			X	LT

Halls/Corridors/Stairs	10.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	10.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	10.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	10.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	10.0%	Electrical - Burnt Breakers	4			X	NLT
	10.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	10.0%	Electrical - Missing Breakers	5			X	LT
	10.0%	Electrical - Missing Covers	5			X	LT
	10.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	10.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	10.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	10.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	10.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	10.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	10.0%	Windows - Security Bars Prevent Egress	5			X	LT
Health & Safety	10.0%	Air Quality - Mold and/or Mildew Observed	3			X	NLT
	10.0%	Air Quality - Propane/Nat'l Gas/Methane Gas Detected	5			X	LT
	10.0%	Air Quality - Sewer Odor Detected	3			X	NLT
	10.0%	Electrical Hazards - Exposed Wires/Open Panels	5			X	LT
	10.0%	Electrical Hazards - Water Leaks on/near Electrical Equipment	5			X	LT
	10.0%	Flammable Materials - Improperly Stored	3			X	NLT
	10.0%	Garbage and Debris - Indoors	3			X	NLT
	10.0%	Garbage and Debris - Outdoors	3			X	NLT
	10.0%	Hazards - Other	3			X	NLT
	10.0%	Hazards - Sharp Edges	3			X	NLT
	10.0%	Hazards - Tripping	3			X	NLT
	10.0%	Infestation - Insects	3			X	NLT
	10.0%	Infestation - Rats/Mice/Vermin	3			X	NLT
Kitchen	10.0%	Call for Aid - Inoperable	3			X	NLT
	10.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	10.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	10.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	10.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	10.0%	Electrical - Burnt Breakers	4			X	NLT
	10.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT

	10.0%	Electrical - Missing Breakers	5			X	LT
	10.0%	Electrical - Missing Covers	5			X	LT
	10.0%	Exhaust Sys.-Excessive Grease/Inoperable	2			X	NLT
	10.0%	GFI - Inoperable	5			X	NLT
	10.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	10.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	10.0%	Plumbing - Clogged Drains	4			X	NLT
	10.0%	Plumbing - Leaking Faucet/Pipes	3			X	NLT
	10.0%	Sink - Damaged/Missing	5			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	10.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	10.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	10.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	10.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	10.0%	Windows - Security Bars Prevent Egress	5			X	LT
Laundry Room	10.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	10.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	10.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	10.0%	Doors - Deteriorated/Missing Seals	4			X	
	10.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	10.0%	Electrical - Burnt Breakers	4			X	NLT
	10.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	10.0%	Electrical - Missing Breakers	5			X	LT
	10.0%	Electrical - Missing Covers	5			X	LT
	10.0%	GFI - Inoperable	5			X	NLT
	10.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	10.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	10.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	10.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	10.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	10.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	10.0%	Windows - Security Bars Prevent Egress	5			X	LT
Lobby	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT

	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT
	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5				LT
	5.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT
Office	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT
	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5			X	LT
	5.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Peeling/Needs Paint	1				
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT
Other Community Spaces	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT

	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT
	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5			X	LT
	5.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT
Patio/Porch/Balcony	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT
	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5			X	LT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT
Restrooms/Pool Structures	5.0%	Call for Aid - Inoperable	3			X	NLT
	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT

	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5			X	LT
	5.0%	GFI - Inoperable	5			X	NLT
	5.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	5.0%	Lavatory Sink - Damaged/Missing	3			X	NLT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	5.0%	Plumbing - Clogged Drains	5			X	NLT
	5.0%	Plumbing - Leaking Faucet/Pipes	4			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT
Storage	5.0%	Doors - Broken/Missing Glazing/Glass	4			X	NLT
	5.0%	Doors - Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	5.0%	Doors - Damaged/Missing Screen/Strom/Security Door	3			X	NLT
	5.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	5.0%	Electrical - Burnt Breakers	4			X	NLT
	5.0%	Electrical - Evidence of Leaks/Corrosion	5			X	NLT
	5.0%	Electrical - Missing Breakers	5			X	LT
	5.0%	Electrical - Missing Covers	5			X	LT
	5.0%	HVAC - Gas Fired Unit - Missing/Misaligned Chimney	5			X	LT
	5.0%	Outlets/Switches/Cover Plates - Missing/Broken	3			X	NLT
	0.0%	Smoke Detector - Missing/Inoperable	5			X	LT
	5.0%	Stairs - Broken/Missing Hand Railing	3			X	NLT
	5.0%	Stairs- Broken/Damaged/Missing Steps	3			X	NLT
	5.0%	Windows - Cracked/Broken/Missing Panes	3			X	NLT
	5.0%	Windows - Inoperable/Not Lockable	3			X	NLT
	5.0%	Windows - Security Bars Prevent Egress	5			X	LT

Units

	Nominal		Criticality	Severity			
Inspectable Item	**Item Weight**	**Observable Deficiency**	**Level**	**MI**	**MA**	**SE**	**H&S**
Bathroom	15.0%	Lavatory Sink - Damaged/Missing	3			X	NLT
	15.0%	Plumbing - Clogged Drains	5			X	NLT
	15.0%	Plumbing - Leaking Faucet/Pipes	4			X	NLT
	15.0%	Shower/Tub - Damaged/Missing	4			X	NLT
	15.0%	Water Closet/Toilet - Damaged/Clogged/Missing	5			X	NLT
Call-for-Aid	2.0%	Inoperable	3			X	NLT
Doors	4.5%	Broken/Missing Glazing/Glass	4			X	NLT
	4.5%	Damaged Frames/Threshold/Lintels/Trim	2			X	NLT
	4.5%	Damaged/Missing Screen/Storm/Security Door	3			X	NLT
	4.5%	Missing Door	5			X	NLT
Electrical System	10.0%	Electrical - Blocked Access to Electrical Panel	3			X	NLT
	10.0%	Burnt Breakers	4			X	NLT
	10.0%	Evidence of Leaks/Corrosion	5			X	NLT
	10.0%	GFI - Inoperable	5			X	NLT
	10.0%	Missing Breakers	5			X	LT
	10.0%	Missing Covers	5			X	LT
Health & Safety	15.0%	Air Quality - Mold and/or Mildew Observed	3			X	NLT
	15.0%	Air Quality - Sewer Odor Detected	3			X	NLT
	15.0%	Air Quality- Propane/Nat'l Gas/Methane Gas Detected	5			X	LT
	15.0%	Electrical Hazards - Exposed Wires/Open Panels	5			X	LT
	15.0%	Electrical Hazards - Water Leaks on/near Electrical Equipment	5			X	LT
	15.0%	Flammable Materials - Improperly Stored	3			X	NLT
	15.0%	Garbage and Debris - Indoors	3			X	NLT
	15.0%	Garbage and Debris - Outdoors	3			X	NLT
	15.0%	Hazards - Other	3			X	NLT
	15.0%	Hazards - Sharp Edges	3			X	NLT
	15.0%	Hazards - Tripping	3			X	NLT
	15.0%	Infestation - Insects	3			X	NLT
	15.0%	Infestation - Rats/Mice/Vermin	3			X	NLT
Hot Water Heater	10.0%	Gas Fired Unit-Missing/Misaligned Chimney	5			X	LT
	10.0%	Inoperable Unit/Components	5			X	NLT
	10.0%	Pressure Relief Valve Missing	5			X	NLT
	10.0%	Rust/Corrosion	3			X	NLT
HVAC System	15.0%	Gas Fired Unit - Missing/Misalign Chimney	5			X	LT
Kitchen	15.0%	Cabinets Missing/Damaged	2			X	NLT
	15.0%	Countertops Missing/Damaged	2			X	NLT

	15.0%	Plumbing - Clogged Drains	4			X	NLT
	15.0%	Plumbing - Leaking Faucet/Pipes	3			X	NLT
	15.0%	Refrigerator- Missing/Damaged/Inoperable	3			X	NLT
	15.0%	Sink - Damaged/Missing	5			X	NLT
Lighting	2.0%	Missing/Inoperable Fixture	4			X	NLT
Smoke Detector	0.0%	Missing/Inoperable	5			X	LT
Stairs	2.0%	Broken/Damaged/Missing Steps	3			X	NLT
	2.0%	Broken/Missing Hand Railing	3			X	NLT
Windows	4.5%	Cracked/Broken/Missing Panes	3			X	NLT
	4.5%	Inoperable/Not Lockable	3			X	NLT
	4.5%	Security Bars Prevent Egress	5			X	LT