

#### Administration Plan HQS/NSPIRE Inspection Items:

- Address:
  - Ensure unit has visible street address. Numbers on exterior should be at least 4".
  - Apartment should be numbered/labeled accordingly.
- Bathroom:
  - Repairs required for damaged, stained, peeling surfaces to bath tub, shower, sink, cracked/missing toilet lids or components. Regardless of the percentage of the defected area.
  - Repairs required to cabinets, drawers. Regardless of the percentage to the damaged area.
- Bedroom(s):
  - Attic Bedroom ceiling must be 7' for 50% of the bedroom.
- Ceiling(s):
  - Repairs required to any damaged area when requested.
- Documents required from 3<sup>rd</sup> party vendors when requested. (Allegheny County Health Department, Exterminators, Lead Base Paint Accessors, Structural Engineers)
- Doors:
  - All components of the door must work as intended, repaired, replaced. Striker plate, lock-sets, deadbolt, holes, cracks.
- Emergency Egress:
  - A second means of egress is required for Apartment units 3 floors or greater.
  - Egress in hallways, doors, windows must be made easily accessible.
- Fences/Handrails/Guardrails:
  - Repairs required to fence(s) regardless of the percentage to the damaged area.
  - Fences/Guardrails required on steep slopes, drop offs over 30".
  - Handrails/interior, exterior need installed on stairs with 4 or more risers. Drop offs over 30"
- Floor:
  - Repairs required to any damaged surface when requested. Regardless of the percentage to the damaged area.
  - No dirt floors are permitted.
- Kitchen:
  - Drawers/Cabinets all need repaired. Regardless of the percentage to the damaged area.
- Roof:
  - All components of the roof must be repaired when requested. Eaves, Downspouts, Gutters, Shingles, Soffit-Fascia, Removal of Foliage. Regardless of the percentage to the damaged area.
- Ventless gas heaters must be removed and components to heater shut off and capped.
- Wall(s):
  - Repairs required to any damaged area when requested.
- Window(s):
  - Repairs required when requested. Broken glass, Removal of Plexiglass, Missing Locks, Missing Sash Rope/Chains, Sash fails to stay in place.
  - A bedroom is required to have at least 1 operable window. Window opening must be at least 20"W x 24"H. No smaller. A living room must have a window at least 20"W x 24"H. It can also be a picture/stationary window. All windows must lead directly to the exterior of the unit.

## ACHA HQS/NSPIRE LIFE THREATING DEFICIENCIES-24 HOUR REPAIRS

DEFICIENCY:	DEFICIENCY DESCRIPTION:
CALL-FOR AID SYSTEM:	System does not work as intended. Pull cord is higher than 6" off the ground/blocked/missing.
CARBON MONOXIDE DETECTORS:	Carbon Monoxide Detector is not installed/missing. Carbon Monoxide Detector does not work as intended/battery missing/visual aid & sound.
CLOTHES DRYER VENTILATION:	Dryer transition duct is damaged/missing. Dryer ventilation hose is not present. Dryer ventiation hose made of the proper material, free of damages.
DOORS-ENTRY & FIRE DOOR:	Door is missing/components damaged or missing. Fire door lable is not present/components damaged or missing.
EGRESS:	Obstruction of any door or window used for egress. Fire escape access is obstructed or broken/missing components.
ELECTRICAL:	Exposed wiring on broken/missing outlets & light switches Exposed wiring/cover missing on junction boxes. Water contacting electrical supply. Missing breakers/panel covering.
Exit Signage/Fire Escape:	Exit sign is damaged/broken/obstructed/non-functioning. Fire Escape access is obstructed or broken/missing components.
Fire Extinguisher:	Fire Extinguisher gauge is damaged. Reads over/under pressure. Fire Extinguisher tag is missing/expired. Fire Extinguisher is damaged/missing.
Flammable Products:	Flammable/Combustible products stored within 3' of Stove/Furnace/Boiler/Hot Water Tank.
HVAC/Hot Water Tank::	If the inspection date is on or between 10/1 and 3/31, the heat source must be working as intended. If the heat source can't maintain an interior tempature of 64* degrees Fahrenheit. Properly vented connections/flue pipe/components damaged/missing. Shut off valves/chamber covers-panels missing. Hot Water Tank leaks/not working as intended.
Leaks:	Natural Gas/Propane Gas/Oil/Water.
Mold Like Substance:	Observation of an Extremely High Level of mold like substance.
Smoke Detectors:	Smoke Detectors are not installed/missing. (must be hardwired or 10 year tamper proof/sealed brand) Smoke Detectors are broken/obstructed. Smoke Detector when tested does not produce a sound/visual aid.
Sprinkler Components:	Sprinkler head/assembly is obstructed/damaged/missing components/signs of corrosion.
Structure:	Defects in structure exterior/interior are observed.
Toilet	Only 1 toilet is in the unit and is deemed unuseable.
Utilities:	Electric/Gas/Water are shut off.

**RETHINK**  
SECTION 8

**ALLEGHENY  
COUNTY  
HOUSING  
AUTHORITY** 