

UPCS Inspection Form Sample

ABC Apts, GA ID 00-123 Inspection date here



Deficiency Findings

Please provide an explanation and documentation for each of the following file findings:

		DCA Use Only	
		Date out of compliance	Date corrected
<u>Property/Common Area</u>			
	<u>1 Additional Findings - L3 - Erosion - Soil has eroded under the sidewalk by hall exit door on 2nd floor of bldg C</u>	<u>4/8/2014</u>	
	<u>2 Additional Findings - HS - Trip Hazards - Damaged curb/sidewalk in parking lot in front of bldg C and potholes in the driveway behind bldg A causes abrupt changes in elevation of 3/4" or more.</u>	<u>4/8/2014</u>	
	<u>3 Handicapped Accessibility Findings - Grills and playground are not accessible</u>	<u>4/8/2014</u>	

		DCA Use Only	
		Date out of compliance	Date corrected
<u>Building Review</u>			
<u>BIN 1</u>	<u>4 Additional Findings - L3 - Fire Protection - Sprinkler heads are painted in unit 101,</u>	<u>4/8/2014</u>	
	<u>5 Additional Findings - L3 - Doors - 2nd floor stair hall door is not latching due to damaged closer hardware</u>	<u>4/8/2014</u>	
	<u>6 Additional Findings - L3 - Doors - Exit door by unit 215 has a damaged/loose latch causing door not to properly latch</u>	<u>4/8/2014</u>	
	<u>7 Additional Findings - L3 - Fire Protection - Sprinkler escutcheon plates are missing in unit 109, 2nd floor hall by unit 212 and in unit 202</u>	<u>4/8/2014</u>	
	<u>8 Additional Findings - L3 - Doors - Hall on 1st floor exit door is not latching due to inoperable closer hardware</u>	<u>4/8/2014</u>	
	<u>9 Additional Findings - L3 - Doors - Lobby on 1st floor door closer hardware is unhooked</u>	<u>4/8/2014</u>	
	<u>10 Additional Findings/Comment - L3 - Doors - 1st floor stair hall door has hole from missing latch hardware</u>	<u>4/8/2014</u>	
	<u>11 Additional Findings - L3 - Walls - Stair hall wall on the 2nd floor near unit 200 has water damage near the access to the roof and the same wall needs paint in numerous locations</u>	<u>4/8/2014</u>	
	<u>12 Additional Findings - L1 - Walls - Hall wall needs paint by unit 131 and in stair hall on the 1st floor</u>	<u>4/8/2014</u>	
	<u>13 Additional Findings - L1 - Ceiling - Hall ceiling in stair hall by side exit door is damaged</u>	<u>4/8/2014</u>	
<u>BIN 2</u>	<u>14 Additional Findings - L3 - Fire Protection - Sprinkler heads are painted in numerous locations including in unit 124, hall by unit 124, unit 137, laundry room 1st floor, unit 217, 3rd floor stair hall and in unit 419</u>	<u>4/8/2014</u>	

SAMPLE REPORT LISTING

ABC Apts, GA ID 00-123 Inspection date here



Deficiency Findings

Please provide an explanation and documentation for each of the following file findings:

		DCA Use Only	
		Date out of compliance	Date corrected
	<u>15</u>	<u>Additional Findings - L3 - Doors - 1st floor stair hall door hits the frame causing it not to latch</u>	<u>4/8/2014</u>
	<u>16</u>	<u>Additional Findings - L3 - Doors - Laundry room door on 1st floor hits the frame when closing causing it not to latch</u>	<u>4/8/2014</u>
	<u>17</u>	<u>Additional Findings - L3 - Doors - Stair hall door has hole by community room</u>	<u>4/8/2014</u>
	<u>18</u>	<u>Additional Findings - L3 - Ceiling - Community room ceiling has numerous water stains</u>	<u>4/8/2014</u>
	<u>19</u>	<u>Additional Findings - L3 - Doors - Entry to hall that joins bldg A and B have a missing seal</u>	<u>4/8/2014</u>
	<u>20</u>	<u>Additional Findings/Comment - HS - Electrical Hazard - Lobby between bldg A and B has electrical switch box with numerous missing knockouts causing exposed electrical connections</u>	<u>4/8/2014</u>
	<u>21</u>	<u>Additional Findings - HS - Electrical Hazard - Laundry room on the 2nd floor electrical disconnect is not secured causing exposed electrical connections</u>	<u>4/8/2014</u>

Physical Units

		DCA Use Only	
		Date out of compliance	Date corrected
<u>BIN 1</u>	<u>Total Units ()</u>	<u>And Total Set Aside ()</u>	
<u>22</u>	<u>Unit 1-101</u>	<u>Living Room - Smoke Detector - Hall-Missing/Inoperable. L3</u>	
<u>23</u>		<u>Additional Findings - L1 - Doors - Master bdrm closet door is not latching</u>	
<u>24</u>		<u>Additional Findings - L3 - HVAC - Hot water heater closet has tenant stored items</u>	
<u>25</u>	<u>Unit 1-106</u>	<u>Additional Findings - L3 - Doors - Hall bathroom door upstairs lock is inoperable</u>	
<u>26</u>		<u>Additional Findings - L3 - HVAC - Hot water heater closet has tenant stored items</u>	
<u>27</u>		<u>Additional Findings - L3 - Electrical - Panel ARC fault breaker does not function as designed</u>	
<u>28</u>	<u>Unit 2-222</u>	<u>Kitchen - Refrigerator - Excessive ice; damaged door seal. L1</u>	
<u>29</u>		<u>2nd Bedroom - Light/Fixture/Outlet - Cracked cover plates. L1</u>	
<u>30</u>		<u>HVAC - Dirty Filter. L1</u>	
<u>31</u>		<u>Additional Findings - L3 - HVAC - Hot water heater closet has tenant stored items</u>	
<u>32</u>		<u>Additional Findings - L3 - Doors - Hall bathroom 2 door lock is inoperable</u>	
<u>33</u>		<u>Handicapped Accessibility Findings - Kitchen sink faucet does not have lever handles, Hall bathroom sink faucet does not have lever handles, there is not tub seat and the toilet is 16" from center of bowl to side wall.</u>	

SAMPLE REPORT LISTING

ABC Apts, GA ID 00-123 Inspection date here

Deficiency Findings

Please provide an explanation and documentation for each of the following file findings:

			DCA Use Only	
			Date out of compliance	Date corrected
<u>34</u>	<u>Unit 3-162</u>	<u>Health & Safety Defects - Infestation - Insects. HS</u>		
<u>35</u>		<u>Additional Findings - L3 - Doors - Entry door spring loaded hinges do not function as designed (the door may rub on the carpet)</u>		
<u>36</u>		<u>Additional Findings - L3 - Doors - Patio door has light around the frame when closed, seals are good</u>		
<u>37</u>		<u>Additional Findings - L1 - Doors - Kitchen closet door is not latching</u>		
<u>38</u>	<u>Unit 3-358</u>	<u>Hall Bathroom - GFCI - GFCI - Inoperable. HS</u>		
<u>39</u>		<u>Health & Safety Defects - Infestation - Insects. HS</u>		
<u>40</u>		<u>Additional Findings - L3 - Doors - Patio door is not latching</u>		
<u>41</u>	<u>Unit 3-359</u>	<u>Master Bathroom - Shower/Tub - Plumbing - Clogged Drains L3</u>		
<u>42</u>		<u>Additional Findings - L3 - Doors - Patio door is not latching; L2 - Doors - Hall bdrm closet door surface is damaged</u>		
<u>43</u>		<u>Additional Findings - L2 - Walls - Hall wall is damaged by the panel box</u>		
<u>44</u>		<u>Additional Findings - HS - Other - One dead roach in the kitchen</u>		
<u>45</u>		<u>Additional Findings - Hall bathroom toilet paper holder is damaged</u>		