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OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Inspector Notice: No. 2003-02
January 31, 2003

TO: REAC Physical Inspection Inspector

FROM: Mark Pilakowski, Acting Deputy Director, Office of PIH/REAC

SUBJECT: Clarification on Fire Extinguishers, Call-For-Aid, and Electrical box

This memorandum provides additional clarification for several issues addressed in the REAC Compilation Bulletin dated August 26, 2002. The REAC Compilation Bulletin will be updated to incorporate the following subject matters.

FIRE PROTECTION:

The following additional bullet will be added to Page 16 of the Compilation Bulletin:

- HUD PIH/REAC protocol requires inspection of existing Fire Extinguishers, which consists of visually checking the certificate attached on the unit of a re-chargeable extinguisher. This requirement is intended for re-chargeable fire extinguishers. However, some properties are using disposable (or non-rechargeable) fire extinguishers. To clarify, inspection of disposable fire extinguisher will consist of a visual check of the gauge, which must clearly indicate that the fire extinguisher is adequately charged (i.e. arrow on gauge is pointing on the green area).

CALL-FOR-AID:

The following bullet will replace the bullet on Page 18 of the Compilation Bulletin:

- Call-for-aid as installed must serve its intended function.

ELECTRICAL SYSTEM:

The following bullets will replace the existing bullets presently listed on Page 15 of the Compilation Bulletin:

- The inspector should record electrical deficiencies for electrical equipment that services more than one specific area of the building (e.g. main electrical panel) within Building Systems. Electrical deficiencies for electrical equipment that services a specific area of the building (e.g. community room, hallway, unit) should be recorded in their respective locations.
- All exterior electrical boxes below the meter base belong to the property.

- The external cover must be secured on any electrical box with an exposed electrical hazard behind the external cover. Inspector must record any H&S issue such as exposed wires observed on any electrical box that is not locked.
- Any electrical box that is designed to have an interior cover but the cover is missing at the time of inspection will be recorded as Electrical/Missing Cover.
- Electrical panels/boxes that are secured at the time of inspection (except for ac disconnects and timer boxes) are to be made accessible to the inspector for inspection. Any electrical panel that is not made accessible will be recorded as Blocked Access.
- Timers and disconnects that are not **secured** must be inspected **provided** that doing so will not interrupt electrical service. Inspector must exercise professional common sense in inspecting these boxes.
- A missing elevator motor room control panel cover must be recorded as a Missing Cover deficiency if the control panel was designed to have a cover. If a cover was not part of the design, do not record a deficiency.
- Inoperable GFI outlets located on the building exterior are not a deficiency in the UPCS software but shall be recorded as a Building Exterior/H&S/Hazards/Other when observed.