

## **CHAPTER 6 PART 2. INSPECTIONS**

An authorized representative of the Shelton Housing Authority and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the Shelton Housing Authority file and a copy given to the family member. An authorized Shelton Housing Authority representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any damages to the unit.

### ***MOVE-IN INSPECTIONS***

The Shelton Housing Authority and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

### ***ANNUAL INSPECTIONS***

The Shelton Housing Authority will inspect each public housing unit annually to ensure that each unit meets the Shelton Housing Authority's housing standards as established either by the Uniform Physical Condition Standards (UPCS) Inspection standards or the National Standards for the Physical Inspection of Real Estate (NSPIRE) standards whichever is in effect at the time. Work orders will be submitted and completed to correct any deficiencies.

### ***PREVENTATIVE MAINTENANCE INSPECTIONS***

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; the condition of the smoke detectors, water heaters, furnaces, automatic thermostats, and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

### ***SPECIAL INSPECTIONS***

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Shelton Housing Authority in accordance with the most recent inspection standards being required by HUD at the time.

### ***HOUSEKEEPING INSPECTIONS***

Generally, at the time of annual reexamination, or at other times as necessary, the Shelton Housing Authority will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

### ***NOTICE OF INSPECTION***

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections, the Shelton Housing Authority will give the tenant at least two (2) calendar days written notice.

### ***EMERGENCY INSPECTIONS***

If any employee and/or agent of the Shelton Housing Authority has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

### ***PRE-MOVE-OUT INSPECTIONS***

When a tenant gives notice that they intend to move, the Shelton Housing Authority will offer to schedule a pre-move-out inspection with the family. The inspection allows the Shelton Housing Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Shelton Housing Authority to ready units more quickly for the future occupants.

### ***MOVE-OUT INSPECTIONS***

The Shelton Housing Authority conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

## **MINIMUM HEATING STANDARD**

The Shelton Housing Authority shall use the following minimum heating requirements for public housing dwelling units in order to comply with Section 111 of Housing Opportunity Through Modernization Act of 2016 (HOTMA).

A. Minimum Temperature:

In properties where the heat is PHA-controlled, the minimum in each unit must be at least 68 degrees Fahrenheit.

In properties where the heat is tenant-controlled, then the heating equipment must have the capability of heating to at least 68 degrees Fahrenheit.

#### B. Minimum Temperature Capability

PHAs are allowed flexibility in maintenance of the indoor temperature when the outdoor temperature approaches the design day temperature.<sup>[1]</sup> At no point should indoor temperatures in occupied space drop below 55 degrees Fahrenheit. This flexibility applies when at least one of the below criteria are met:

1. The outside temperature reaches or drops below the design day temperature, or
2. The outside temperature is within five degrees Fahrenheit of the design day temperature for more than two continuous days.

#### C. Measurement

Temperature measurements must be taken three feet above the floor and two feet from an exterior wall in a habitable room.

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<sup>[1]</sup> Design-day temperature refers to the lowest expected outdoor temperature that a heating system was designed to accommodate and still maintain the desired indoor temperature. This should translate, depending on local building code, to an outdoor temperature in the 1<sup>st</sup> to 5<sup>th</sup> percentiles of low outdoor temperatures for an area. For example, for Washington, DC the design day temperature is around 17°F. This means that 97.5% of the time the outside temperature will be at least 17°F. Therefore, a properly sized heating system in Washington, DC should be able to maintain a building's indoor temperature at 68°F when it is at least 17°F outside.