



User's Guide

REAC  was designed to mirror the software used by REAC Inspectors. As such violations for divided into one of five categories: Site, Building Exteriors, Systems, Common Areas, and Units, and subcategories for non-life threatening and life threatening (exigent) health and safety.

REAC  also contains every defect that is contained in the REAC software as defined by the most current rules changes current through the version of software currently in use (Version 4.0, dated August 11, 2019). Additionally, the violations can be modified on the fly to fit individual needs.

The Public REAC software that is available to the public on the HUD website will allow defects to be recorded but does not allow a score to be generated nor does it display a value for defects individually. The REAC  however will automatically score every defect and generate a total Property score that is very close to the actual score when an actual REAC Inspection is conducted by REAC.

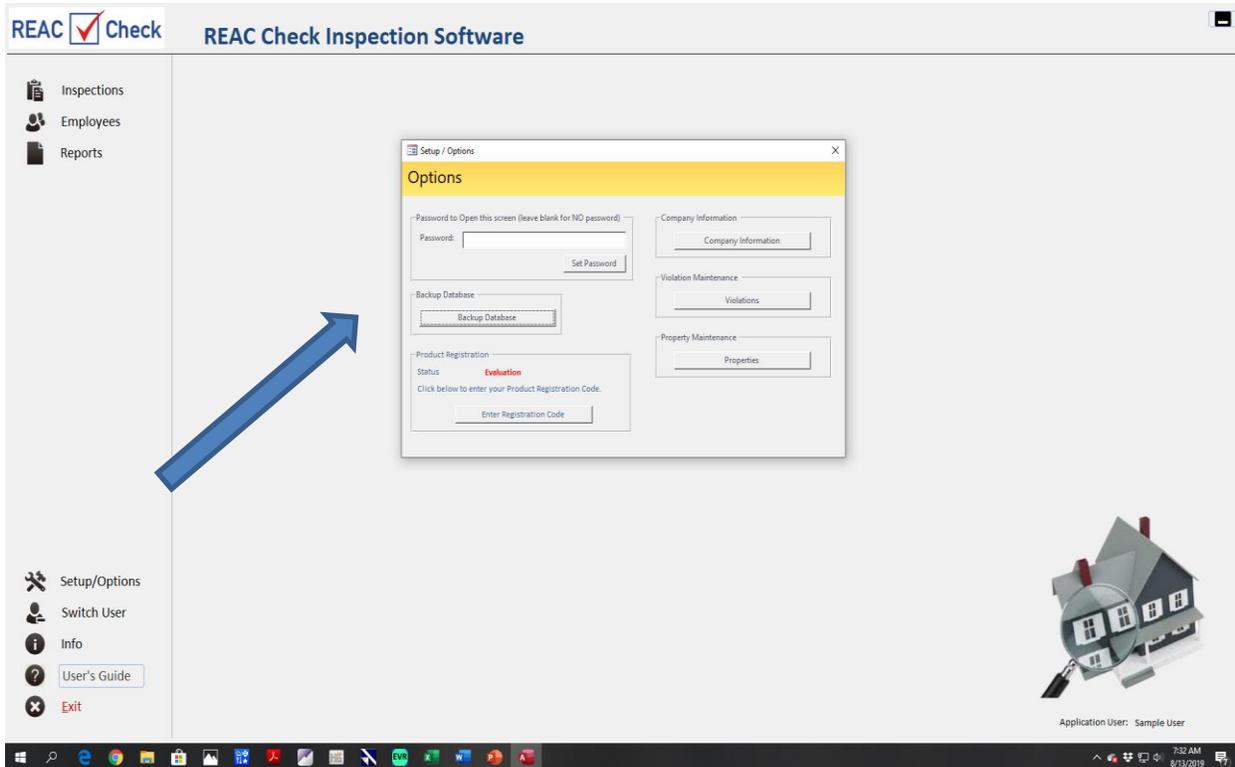
The precise REAC scoring algorithm is not available to the public. So privately produced REAC inspection software like REAC  calculates a very close approximation scoring that is based on the Federal regulations. The scoring for REAC  is described in detail in the last section.

Getting Started

We will assume you have downloaded the “evaluation” version of the software. To purchase a copy of the software follow these steps:

- 1) Go to the www.reac1.com website and purchase the software. Note: there are various prices for the software based on how many properties you want to inspect.
- 2) After purchasing you will get an email with the Registration Code to unlock the evaluation version and remove restrictions.
- 3) Once you have the Registration Code go to “Setup/options” from the software main menu.
- 4) Click the “Enter Registration Code” button and copy and paste the registration code you received in the email into the field. Click OK and it should show that you now have a registered copy along with the date the software is good until (usually one year in the future).
- 5) Now the software is ready to use.
- 6) You can start by going to the “Employees” section and entering names and passwords so your users can login to the database.
- 7) From Setup/Options enter Company information, properties, buildings, and unit.
- 8) You are now ready to start entering “Inspections” and printing inspection reports.

Note: Once the registration time has expired (usually one year) the software will stop working. You need to go back to the website and purchase another Registration Code and enter it into the software.



Setup/Options - Company Information Button

The Company Information button is in the Setup/Options button. Use this button to input the information you want to display to your Inspection Report users.

Setup/Options - Violation Maintenance Button

All the defects are stored in this Violation Maintenance button under Setup/Options. The defects are listed under: Site Violations, Building Violations, Building Systems, Common Areas, and Unit Violations.

The REAC  Check Software owner cannot delete, modify, or add new Violations at this location. Changes can only be made from an open inspection, that is “on the fly” for that one inspection, and the change will be just for the open inspection. It will NOT be a permanent part of the database of Violations in the Violations Maintenance section under Options/Setup.

Setup/Options - Property Maintenance Button

Property names and addresses need to be created for each different property in order to conduct an inspection. This can be done using the in this part of the REAC  Check software. Buildings and units

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can be added, deleted and renamed. Inspected property contact information can also be managed here. Note: This same function can be done under the Top Button at Inspections. This button asked if you want to Create a New Inspection or choose an existing inspection. Creating a New Inspection will take you to a screen that has a '+' sign next to the Property blank space. Click the + sign and enter the Property info the same as above and as described in the following section – Inspections.

Setup/Options - Backup Database

This function allows the user to backup inspections. The backup file will look like this reac_be20190813. The file includes the date of the backup.

Setup/Options – Password

The User can set a password here to limit those who can access this portion of the Software.

Employees

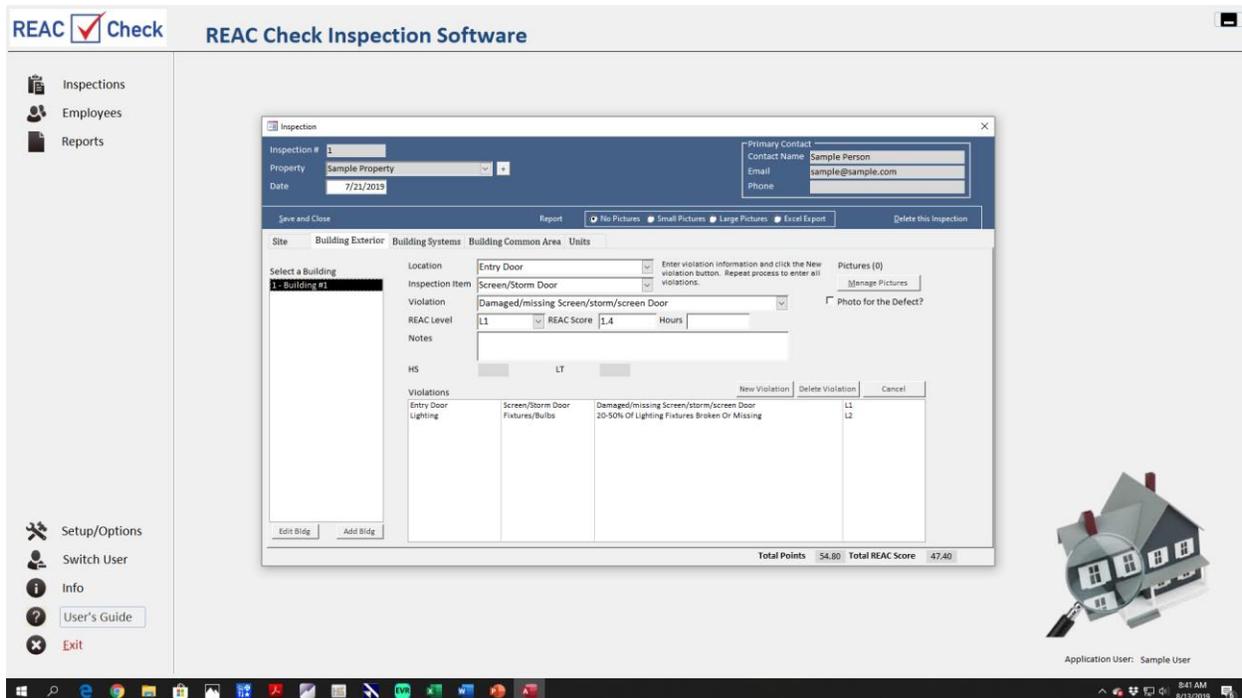
Button on left side - Any number of  Users can be added here either as Admin or Regular use. That person will appear as the Inspector on a Property if that person enters his/her password upon opening an Inspection for a Property.

Inspections - This button shows all stored inspection and a button for creating new inspections. To create a new inspection:

- 1) Click Inspections, then click on the Create New Inspection button.
- 2) Click on the + sign to the right of the Property block (an inspection # for this inspection will automatically create in the Inspection # block).
- 3) Fill in the Property information for the property that will be inspected here including the contact information.
- 4) Use the Add a Building Button to enter the name and address of the building to be inspected and the units to be inspected. Click Save and Close. Repeat for each building, and unit.
- 5) Enter each building whether it will be inspected (final score dependent on the same number of buildings being entered as were inspected in last REAC Inspection Report, and if no prior Report available then enter all inspectable buildings up to 27. Be sure to check block where it asks if the building is a NON-residential building, e.g. detached garage, or leasing building, if the building has at least one residential unit then don't the block).
- 6) Click on the Save and Close button in the Property button when finished.
- 7) Enter a date in the Date button under the Property button.
- 8) Enter the total number of units in the Property (number should match the number of inspectable units in the last REAC Inspection Report).

- Enter the Possible Points for each of the 5 areas (must total 100). Obtain the info from the last or most recent REAC Inspection Report, and if no prior Report or unable to locate a report then leave numbers as they appear (score will be based on default points).

Violations



Recording Violations - Once a Property has been created with contact information, buildings, units, possible points you are ready to begin recording violations. There are five categories of violation: Site, Building Exterior, Building Systems, Common Areas and Units.

Information that can be recorded for each category include: Location (type of violation, for e.g. Health & Safety), inspection item (e.g. electric H&S), Violation (e.g., exposed wires H&S). Once this information is recorded the REAC Level and REAC Score fields will populate automatically.

Hours field - can be used for planning purposes, e.g., if you want to build a time budget then just add the time in hours you expect it would require to mitigate the defect.

Notes field - very useful for describing the specific location for the violation for the Work Order Report and other management purposes.

Pictures field - for attaching photos in 2 sizes. Add photos by using the Manage button below the photo block. Up to 4 photos allowed per defect. Photos can be labeled, and the camera can be reversed.

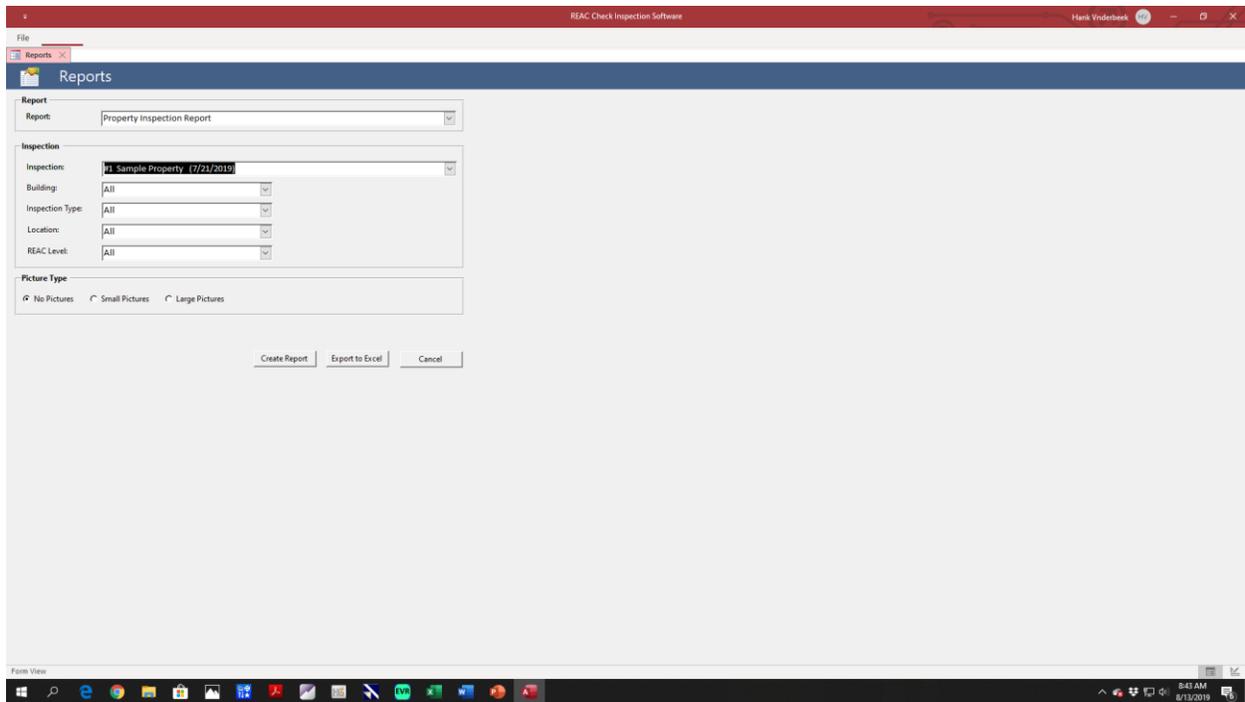
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Click the NEW VIOLATIONS button after all of the violation information has been entered. Repeat for all violations. The DELETE VIOLATIONS button is used to delete a completed violation. Click on the violation and click delete. Use the CANCEL button to clear a violation before it is saved to the Violations section.

Any violation field can be changed on the fly. However, the change will not be just for the open inspection. It will be a permanent part of the database of violations for future inspections until it is changed in the database in the Violations Maintenance section under Options/Setup. Only the Software Administrator (seller) can access the Database.

Inspection Reports



Inspection Reports – Reports can be generated in 5 basic formats with multiple sub-formats:

- 1) Detailed Property Violations Report (PDF and Excel)
- 2) Work Order Report (PDF)
- 3) REAC Scoring Report (PDF)
- 4) Health & Safety Report (PDF and Excel)
- 5) Inspection Photos Report (PDF)

Save in PDF format by clicking on Microsoft XPS Document Writer in the Print icon.

Scoring Defects Explained

REAC  replicates the score for each defect as published in the Federal Register. The public REAC software REAC  will automatically score every defect. The precise REAC scoring algorithm is not available to the public. Since REAC does not follow the Federal Regulations for scoring and will not make the scoring algorithm available it is impossible to replicate the scoring precisely. So privately produced REAC inspection software like REAC  uses a very close approximation scoring. REAC  renders a score that is within a small percentage of an REAC Inspection score based on a REAC conducted inspection.

Common Area, Building Systems, Building Exterior Scoring - REAC  calculates the possible points for Common Areas, Building Systems, and Building Exterior based on the number of buildings inspected up to 27 buildings. For example, for Common Areas if 2 buildings are inspected and there are 15 possible points then the Common Areas for the 2 buildings will be worth 7.5 points ($15 \div 2$) each, or 3.75 ($15 \div 4$) if the number of buildings that should be inspected equals 4. Same concept for Building Systems and Building Exteriors.

Unit Scoring - REAC  uses an imbedded Unit Chart to determine the number of units to use in the Unit scoring. For example, if 80 units are entered in the Unit block the Software knows to use 20 units for scoring purposes. That is the Software divides the possible points for Units by the number of units generated by the Unit Chart. For example, if 20 units are used for scoring (regardless if you inspect less than 20 or more than 20 units) and your Property Unit possible points are 35 then each Unit will be worth 1.75 points. Below is the Unit Sample Size Chart that is imbedded in REAC .

Unit Sample Sizes	
Total # of Units Owned or Rented by Property	Sample Size that will be selected for Inspection by REAC
1	1
2	2
3	3
4	4
5 to 6	5
7	6
8 to 9	7
10 to 11	8
12 to 13	9
14 - 16	10
17 - 18	11
19 - 21	12
22 - 25	13
26 - 29	14
30 - 34	15
35 - 40	16
41 - 47	17
48 - 56	18

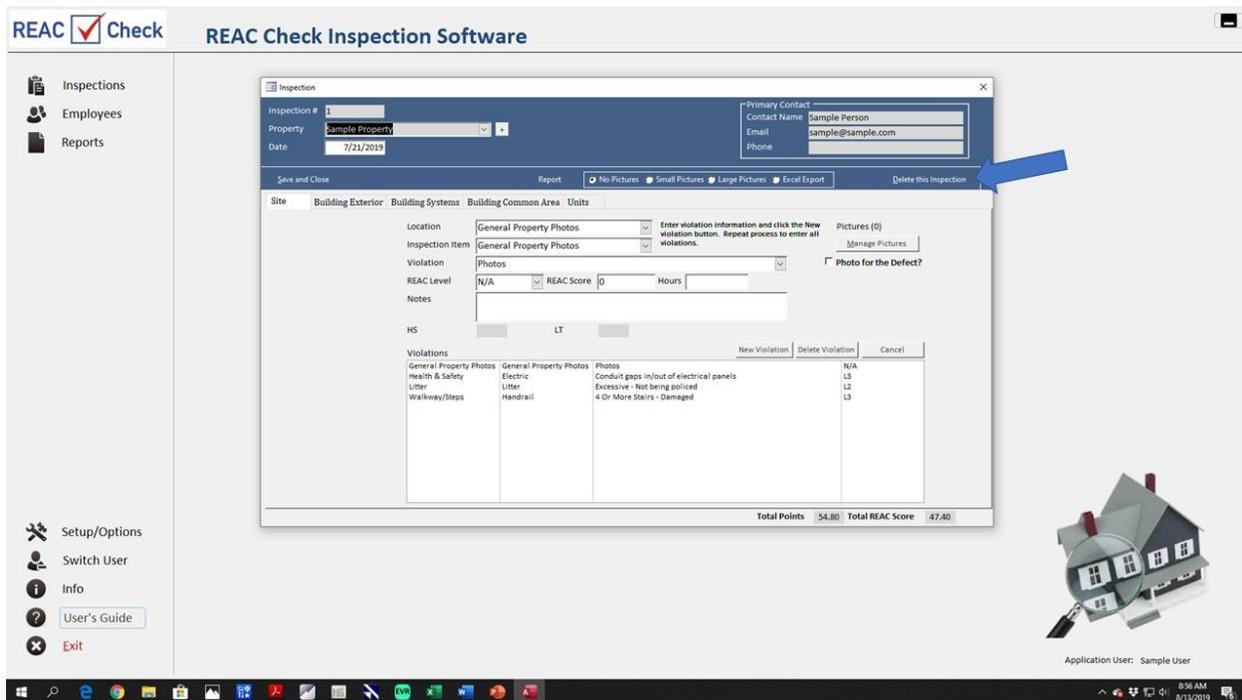
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57 - 67	19
68 - 81	20
82 - 101	21
102 - 130	22
131 - 175	23
176 - 257	24
258 - 449	25
450 - 1461	26
> 1461	27

Site Scoring - REAC  Check replicates the score for each defect as published in the Federal Register.

Common Area Scoring - REAC  Check automatically divides the score by two for certain common areas. That is a defect in a Community Room, Day Care, Halls/Corridors/Stairs, Kitchen, and Laundry are worth double that of other areas.

Deleting an Inspection

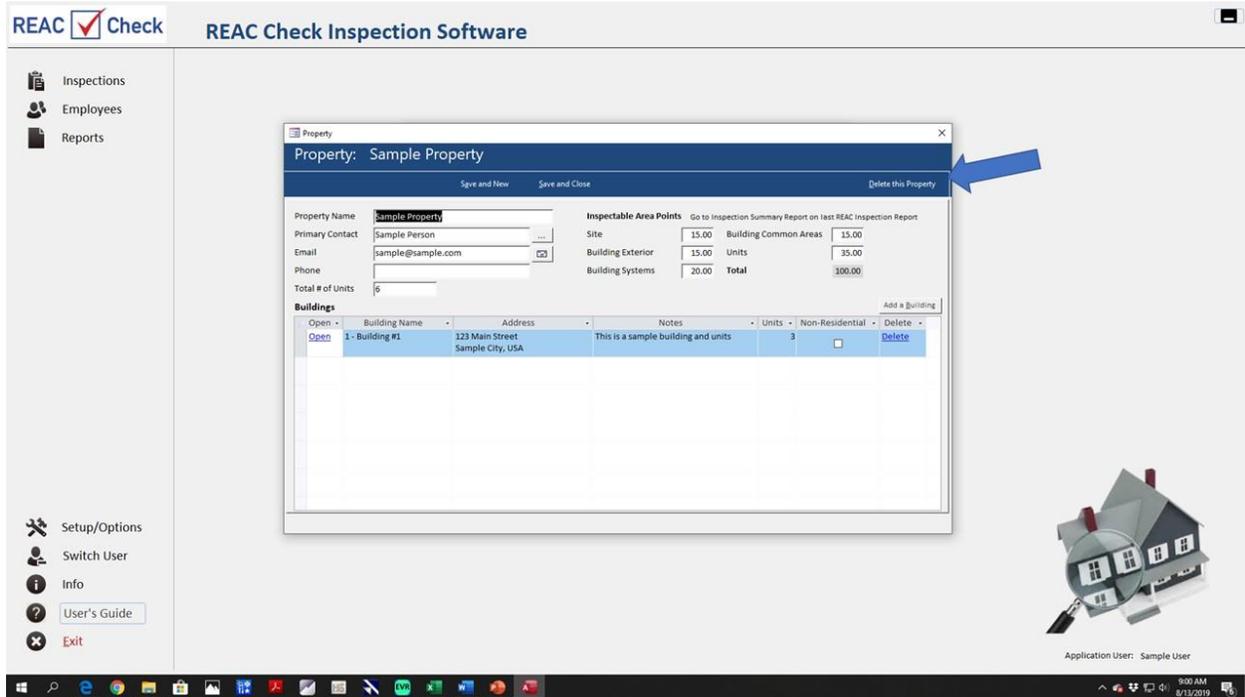


The screenshot shows the REAC Check Inspection Software interface. The main window is titled 'Inspection' and contains a form for entering inspection details. A blue arrow points to the 'Delete this Inspection' button located in the upper right corner of the main window. The interface includes a sidebar with navigation options like 'Inspections', 'Employees', and 'Reports'. The main area displays fields for 'Inspection #', 'Property', 'Date', and 'Primary Contact'. Below these are tabs for 'Site', 'Building Exterior', 'Building Systems', 'Building Common Area', and 'Units'. The 'Violations' section is visible, showing a table with columns for 'General Property Photos', 'Photos', and 'REAC Score'. The status bar at the bottom indicates 'Total Points: 54.80' and 'Total REAC Score: 47.40'.

To delete an inspection, open the inspection to be deleted and click on the 'Delete this Inspection' in the upper right corner as shown in the above screen print. This action will NOT delete the Property. To delete a Property, go to Setup/Options and click on Property Maintenance. You will see the below screen:

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Click on Delete this Property to delete a property.

Rules

A Rules Section will be added in the near term that will be Internet accessible. The Section will contain current policies and regulations that impact scoring and defect identification. The defects and scoring will be incorporated into REAC  Check yearly. REAC has historically significantly updated defects application and interpretations and/or scoring annually.

For further information about REAC  Check please contact the Administrator at 603-867-7322, or hankbeek@REAC1.com. For software installation and computer technical issues please contact info@rptsoftware.com.