

## HQS Inspection Checklist

Listed below you will find the most common reasons that units fail Housing Quality Standards (HQS) inspections. This list is meant as an overview and does not encompass the entirety of possible HQS deficiencies. Please make sure to review this checklist and to correct any deficiencies prior to your HQS inspection.

\_\_\_\_\_ All exterior doors and windows must be weather-tight. Sufficient weather stripping is required so that light cannot be seen between the door or window and the frame.

\_\_\_\_\_ GFCI outlets are required within 6 feet of a water source (sink, tub, etc.) when a washing machine is in a garage and/or when the outlet is located outside. Exterior GFIs are required to have protective covers.

\_\_\_\_\_ Toilet floor bolts must be covered to avoid cutting. Toilets are to be securely fastened to the floor. All cracked toilet seats and tank lids must be replaced. Lids must fit properly.

\_\_\_\_\_ The unit must be free of roaches, rodents, or any other infestations and not have any heavy accumulation of garbage or debris, either inside or outside.

\_\_\_\_\_ All smoke detectors must be in working condition, be installed at proper locations on at least every level of the unit and outside of sleeping rooms. If any member of the family has hearing problems, a specialized detector for the hearing impaired is required.

\_\_\_\_\_ Keyed locks are not permissible on interior doors. Double keyed locks are not allowed on exterior doors.

\_\_\_\_\_ The entire unit, both inside and outside, including window frames, must be free of any cracking, scaling, peeling, chipping, and loose paint. This prevents exposure to possible Lead-based paint hazards. For lead-safe practices, you can refer to the website <http://www.epa.gov/opptintr/lead/index.html>.

\_\_\_\_\_ The entire unit, interior, and exterior must be free from electrical hazards. There may be no loose, hanging, or exposed wires. All outlets and switches must work and have secured plate covers installed that is free of any cracks and or breaks. All three-prong wires must be wired correctly which includes a ground wire. A three-prong circuit tester will be used at the time of inspection to assure safety and test GFCIs.

\_\_\_\_\_ The hot water tank's pressure relief valve is required to have a discharge line extending down to six inches from the floor. The discharge line must maintain its diameter.

\_\_\_\_\_ Window screens, if present, are required to be in good condition. Window screens may not have holes, torn or bent frames.

\_\_\_\_\_ All windows and doors that are accessible from the outside must have working locks. All windows must work properly including remaining open on their own when raised.

\_\_\_\_\_ Air conditioners provided at the time of contract must be in working condition, remain in working condition and in the unit during the contract term.

\_\_\_\_\_ All ceilings, walls, and floors must be strong and sturdy without any holes. All floors should have some type of baseboard. Vinyl baseboards may be used for kitchens and bathrooms.

\_\_\_\_\_ Where there are four or more consecutive steps, handrails must be present and securely attached. This applies to both the interior and exterior of the unit

\_\_\_\_\_ Closet doors, if present, must be in working condition

\_\_\_\_\_ If the unit has a third floor sleeping room(s), and the family is eligible to use this room for sleeping; the owner must provide a safe method of escape in the case of fire. Example: chain ladder

\_\_\_\_\_ The bathroom will have an operable window or an exhaust fan for ventilation or another ventilation system.

\_\_\_\_\_ The flue pipe leading from the air handler and hot water tank must be sealed where they enter the chimney. Also, the flue pipes connecting to the furnace and hot water tank must be installed correctly.

\_\_\_\_\_ Every room used for living must have an adequate heat source. If the source is gas, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by a separate thermostat.

\_\_\_\_\_ All sinks and commode water lines must have shut off valves unless faucets are wall mounted.

\_\_\_\_\_ Downspouts and gutters may not be damaged causing interior damage to the unit. Damaged downspouts and gutters they may be removed, replaced, or repaired. Any damage to the interior of the unit due to the damaged downspouts or gutters must be repaired. (gutters are not required)