

## Housing Quality Standards Inspection Checklist

The checklist below is a tool for owners and tenants to prepare their unit for an HQS inspection. This brief listing is for the purposes of information only and is not intended as a completed listing.

Check HUD and local codes for other requirements.

- If this is an initial inspection, the unit must be empty/vacant from previous tenant.
- Utilities (water, gas, electric) must be turned on for the completion of the inspection.
- In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption.
- There must be a permanently installed working heating system.
- The heating system must be capable of maintaining an interior temperature of 68 degrees Fahrenheit between October 1 and May 1.
- A ¾" overflow pipe (discharge line) must be present on the hot water heater temperature/pressure relief valve and installed down to within 6 inches of the floor.
- Units built prior to 1978 with a child under 6 years old- the unit must be free of chipping or peeling paint inside and outside the unit.
- Stove and oven must be operational; all burners should be operating and all operating knobs present.
- Refrigerator must be operational with a good seal and not leaking. Refrigerator doors designed to have a handle- the handle must be present.
- Hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub; they should be working, free of mold and any cutting hazards.
- Toilets must flush, be securely mounted and not leaking.
- The bathroom must have either an openable window to the outside or an exhaust fan vented to the outside.
- There must not be any plumbing leaks or plugged drains (check for slow drains).
- All plumbing fixtures must have p-traps to prevent sewer gas from leaking into the unit.
- There must not be any missing, broken, or cracked windows. All windows designed to open must be openable.
- Window screens are required on all openable windows and must be in good condition.
- All accessible sliding glass doors must have a lock or security bar on the door that works.
- If window security bars are present on emergency exit windows, they must be equipped with a quick release system.
- All accessible windows and exterior doors must have working locks. Doubled keyed dead bolts are not permitted.
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- All walls and ceilings must be free of large cracks and large holes.
- The floor covering cannot be torn or have holes that can cause someone to trip.
- Doors and floors must have trim intact.
- Handrails are required when four or more steps are present.
- Guardrails are required when porches, balconies, and stoops are thirty inches or more off the ground.
- Stairs and railings must be secure. Broken, uneven, or missing steps must be repaired or replaced.
- All electrical outlets/switches must have cover plates and be in good working condition. Plates that are cracked or loose will fail inspection.
- Outlets must be wired correctly. All ground fault circuit interrupters (GFCIs) must work properly.
- Check to ensure all light fixtures are operational and replace any missing bulbs or globes. Exposed sockets will result in a failed inspection.
- Emergency Back Up lights present in multi-family housing should test; failure to test will result in a fail.
- Bedrooms must have a window, 2 outlets or an outlet and permanent light fixture, 4 walls and a door.
- Placement of a bed or other furniture in front of a window that blocks egress will need to be removed/relocated to another part of the room.
- Smoke detectors should be operational and properly mounted on each level of the unit including the basement and walk up attics.
- Carbon Monoxide detectors are required within 10 feet of all bedrooms.
- The unit must be free from infestation