HQS Inspection Planning Checklist

Each unit must pass a Housing Quality Standards (HQS) inspection. The checklist below is a tool for owners to prepare their unit for an inspection. This list highlights some of the *common* violations found during unit inspections. The items on this checklist must be working or completed **prior** to the HQS inspection. Case Managers can also use this to help tenant prepare for annual inspections.

* The unit must be empty/vacant from previous tenant, including all furnishings unless it is classified as a furnished unit. (For Initial inspection only)
* Utilities (water, gas, electric) must be turned on for the completion of the inspection.
* No chipping or peeling paint inside or outside the unit.
* Stove must be clean and in working order and secured.
* Refrigerator must be clean, be in working order with a good door seal, and able to regulate temperature.
* There must be a permanently installed working heating system.
* Hot and cold running water in the kitchen and bathroom(s).
* There must be a shower or bathtub that works.
* There must be a flushable toilet that works, is securely mounted, and does not leak or run.
* The bathroom must have either an outside window that is operational or an exhaust fan vented to the outside.
* There must not be any plumbing leaks.
* There must not be any plugged drains (check for slow drains).
* All plumbing fixtures must have P-traps to prevent sewer gas from leaking into the unit.
* All ground floor windows and exterior doors shall open and close as designed and must have working locks. Doubled keyed dead bolts are not permitted.
* Each living space must have two means of fire egress (i.e. door & window)
* All electrical outlets/switches must have cover plates that are free of chips or cracks and be in good working condition.
* All ground fault circuit interrupters (GFCIs) must work properly.
* There must not be any missing, broken, or cracked windows.
* The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
* The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor or directed outside the unit (no PVC). CPVC is acceptable.
* The floor covering cannot be torn or have holes that can cause someone to trip.
* If there are stairs and railings, they must be secure.
* Four or more exterior stairs must have handrails 34 inches to 38 inches from the ground.
* Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.
* There must be working smoke detectors properly mounted on each level of the unit including the basement and walk up attics. Rooms designated as sleeping areas need to have a designated smoke detector within 5’ of that room.
* All security bars and windows must have a quick release mechanism.
* All sliding glass doors must have a lock or security bar on the door that works.
* All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
* The unit must be free from roaches, rodents, and other infestations.

**For Annual inspections:**

* All of the above items must be inspected again.
* All exits must be unobstructed.
* Minimum of 36” wide unobstructed and continuous pathways throughout unit.
* Smoke detectors and sprinkler heads must be unobstructed.
* All doors must be unobstructed, including entry/exit, cabinet, pantry, etc. Inspector must be able to open and close doors fully and freely, and able to latch if applicable.
* Minimum of 1 unobstructed window in living room, each bedroom, and any other room with windows for emergency exit.
* Toilets, stoves, ovens, refrigerator, washing machine/dryer, open flame heat sources, fireplaces, a/c, heat thermostats, trash containers must be unobstructed.
* Windows must be accessible.
* Electrical panels and outlets must be accessible.
* All heat sources must be accessible.
* All plumbing fixtures and pipes, including plumbing under all sinks must be accessible.
* Sinks, tubs, and showers must be accessible.

**The following items provide a guide for addressing general health and safety**

* Kitchen area must have clear and clean space sufficient for food preparation.
* Fridge and freezer clean, nit overfilled, no expired or rotting food.
* No expired or decaying food or garbage (to attract vermin).
* All pilot lights must be lit (if gas).
* Stove, range with oven interior, exterior, and top must be clean and free of debris. No flammable items on or within 6” of stove top.
* No evidence of infestation.
* Garbage and debris must be removed from residence on routine basis.
* No trip hazards, fall hazards, or avalanche risk.
* No inoperable or unregistered vehicles on property.
* No excessive pet odor or pet waste.