

# HQS Inspection Checklist



This checklist will help you prepare for your Housing Quality Standards inspection. The unit must be in move-in condition. Move-in condition means a property is ready for immediate occupancy by the tenant when the inspection is complete.

## General

- Working smoke detectors located in each bedroom and 10 ft of hallway area and CO2 detectors on each floor of open common areas.
- Unit in clean and sanitary condition.
- Utilities (water, gas, electric) are turned on.
- No chipping, peeling, or cracking paint located in or outside of the unit. Lead based paint can not be present on the property.
- Wood surfaces properly painted and kept intact.
- All electrical outlets/switches must have cover plates and be in proper working condition.
- All windows and doors shall open, close, and lock as designed. Single-keyed dead-bolts are required on exterior doors.
- Each habitable space must have two means of fire egress (i.e. door & window).
- Floor coverings cannot be torn or have holes that can cause a trip hazard.
- Unit must be free from animal or insect infestation.
- The heating equipment is capable of providing adequate heat to all living spaces.
- The unit has adequate cooling and ventilation by means of open-able windows and/or a working cooling system.
- All water heaters/boilers must have a TRP valve with downward discharge piping.
- Circuit breakers are properly loaded.

## Exterior

- Proper numbering or lettering with illumination.
- The roof, gutters, and downspouts are sound, secure, and free of hazards or leaks. Chimney, if present, is secure and has a tight seal.
- All common walkways and parking areas are free of cracks and tripping hazards.
- Lawn must be maintained and free of debris.
- Stairs and handrails must be secure.
- Four or more stairs are required to have handrails.
- Surfaces and foundation need to be in sound condition to prevent moisture leakage and rodent infestation.



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### **Interior/Bedroom**

- Must have operable smoke detector in each bedroom.
- All security bars/windows must have a quick release mechanism.
- All sliding glass doors must have a lock or security bar on the door.
- Windows and doors shall be weather tight.
- Window glass is free of cracks and glazing is in good condition.
- Window screens must be in place.
- At least two outlets (four plug-ins), or one outlet (two plug-ins) and one permanent light fixture, are present in each room and are in working order.

### **Kitchen/Bath**

- All sinks provide hot and cold running water, have proper drainage, and show no leaks.
- All plumbing fixtures must have a working trap.
- No signs of missing or broken floor tiles, water stains, or deteriorating grout.
- Disposal, if present, is in working order with easy access for use.
- Dishwasher, if present, is in working order with proper drainage and no leaks.
- Oven/stove is clean, in working order, and has four top burners that work.
- Refrigerator/freezer must be clean, have a good door seal, and be able to maintain temperatures for proper food storage.
- Tubs/showers have hot and cold running water, proper drainage, and no leaks.
- Toilets are securely fastened with no leaks or gaps, and flush properly.
- Bathroom must have either an openable outside window or an exhaust fan.
- All cabinets and drawers are secure, in place, and in good condition.
- GFI outlets must be installed by all water sources.