



HQS Inspection Checklist

Listed below is a list of the most common reasons that units fail Housing Quality Standards (HQS) inspections. Please make sure to review this checklist and to correct any deficiencies prior to the scheduled HQS inspection. The unit **MUST** be in **MOVE-IN** condition **PRIOR** to the inspection date and all work must be completed at this time.

- All utilities must be in service. This means the gas, electric and domestic water must be turned on to perform and pass the inspection, regardless of whose name the utilities are in. Gas water heaters need to have the pilot lit and have hot water available at all fixtures.
- If the owner is providing the stove and/or refrigerator; they must be present in the unit and in functioning condition.
- All ceilings, walls, and floors must be strong, sturdy and in their permanent positions. All floors should have some type of baseboard or finished look. Vinyl baseboards may be used for kitchen and bathroom.
- A working smoke detector with a live battery must be installed at proper locations on every level of the unit, including in the attic, basement and outside of sleeping rooms. If any members of the family have hearing problems, install one for the hearing impaired.
- The entire unit, both inside and outside, including window frames, must be free of cracking, scaling, peeling, chipping and loose paint. This prevents exposure to possible lead-based paint hazards.
- Where there are four or more consecutive steps, handrails must be securely attached. This applies to both the interior and exterior of the unit.
- The unit must be free of roaches, rodents, or any other infestations.
- The entire unit, interior and exterior, must be free from electrical hazards. There may be no loose, hanging, or exposed wires. All three-prong outlets must be wired correctly. A three-prong circuit tester will be used at the time of the inspection to assure safety.
- Every room used for living must have either two working outlets or one working outlet and a permanently installed light fixture. At a minimum, each bathroom must have a permanently installed light fixture.
- All light switches and outlets must have secured plate covers installed and must be free of any cracks and breaks.
- All windows and doors must be secured when closed, and must be weather tight. There should be no broken or cracked windows that could represent a hazard.
- All windows and doors that are accessible from the outside must have working and sturdy locks.
- All operable windows must have a mechanism to secure them in place when open.
- Every bedroom must have at least one operable window for ventilation, if the windows are designed to open.
- 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.
- If there is a bathroom with a toilet that is not hooked up to water and sewer lines it must be repaired. If it is removed, the drain must be sealed to prevent rodents and/or sewer gasses from escaping into the unit.
- The bathroom must have an operable window or an exhaust fan for ventilation or other ventilation system.
- The hot water tank's pressure relief valve must have a discharge line extending within one (1) to (6) six inches from the floor. Discharge line must maintain 3/4" diameter.
- The flue pipe leading from the furnace and hot water tank must be sealed where they enter the chimney. Also, the flue pipes connecting to the furnace and hot water tank are to 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 separate thermostat.
- If the downspouts or gutters are damaged and/or missing, causing interior damage to the unit, they must be replaced or repaired. Any damage to the interior of the unit due to the missing or damaged downspouts or gutters must be repaired.
- The unit must be free from any heavy accumulation of garbage or debris, both inside and outside.
- For multi-family buildings, the owner must provide “refuse disposal”. These facilities include trash cans with covers, garbage chutes, dumpsters with lids, and trash bags if they are the type approved by the local Health and Sanitation Department.
- All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.
- All cracked toilet seats and tank lids must be replaced and tank lid must fit properly.
- All receptacles located within 6’ of sinks, tubs, toilets and laundry tubs must be **GFCI (Ground Fault Circuit Interrupter)** protected.
- All sump pumps must be **GFCI** protected.
- **NO** basement bedrooms **PERMITTED**.

ALL REQUESTS FOR EXTENSIONS MUST BE SUBMITTED IN WRITING 24 HOURS PRIOR TO THE SCHEDULED RE-INSPECTION DATE. These written requests must include the specific deficiency or deficiencies that you are asking to be granted an extension for. If this information is not included in your request, it will be DENIED.