

## INSPECTION CHECKLIST

Housing Inspections are done prior to a new tenant occupying a unit under housing assistance and at least once a year during continued occupancy. Federal regulations require minimum Housing Quality Standards. This includes but is not limited to:

- separate private bath with flush toilet in proper operating condition; fixed wash basin; shower or tub
- kitchen with working oven & stove or range; refrigerator; sink; space to store and prepare food
- exterior doors must be lockable and not allow pests/vermin into the unit
- windows accessible from the outside (basement, 1st floor, fire escape) must be open and lockable
- a safe system for heating the dwelling and provide adequate heating and cooling to each room
- there must be at least one window in the living room and in each sleeping room
- kitchen area and bathroom must have a permanent light fixture and the kitchen area must have at least one electrical outlet.
- the living room and every bedroom must have at least two electrical outlets
- ceilings, walls, floors, roof, exterior walls must be structurally sound and weather tight
- MUST have at least one smoke detector on each level of the dwelling unit
- must be free of lead-based paint
- must meet city codes

The following items are those that most frequently fail during Housing Quality Standards (HQS) Inspections:

- inoperable smoke detectors
- windows that are cracked or broken
- water leaks and faulty plumbing
- lack of proper ventilation of flue on hot water tank
- roach or other vermin infestation
- loose carpeting or carpeting that is not properly tacked down
- loose toilets or toilet seats
- missing electrical outlet covers, switch plates, or light globes
- peeling or flaking paint