

Housing Quality Standards Self-Inspection Checklist

Major Areas of Unit		Questions to Ask	Yes or No	Repairs Needed
Mechanical Items	Electricity	1. Do all fixtures and outlets work?		
		2. Do all bedrooms have 2 outlets or an outlet and one permanent light fixture?		
		3. Does the Kitchen have at least one outlet and one permanent light fixture?		
		4. Does each bathroom have at least two outlets or an outlet and one permanent light fixture?		
		5. Does the unit have a Ground Fault Circuit Interrupter (GFCI)?		
		6. Is there lighting in the common hallways and porches?		
		7. Are all outlets, light switches and fuse boxes properly covered with no cracks or breaks in the cover plates/doors? (Are all three-prong outlets grounded properly?)		
		8. Are light/electrical fixtures securely fastened without any hanging or exposed wires in areas where the tenant has access?		
		9. Have you arranged for all utilities to be on the day of the inspection?		
	HVAC	10. Is there adequate heat in all living spaces?		
		11. If there is an A/C in unit present, does it cool properly?		
Plumbing	Bathroom	12. Is toilet securely fastened with no leaks or gaps? Does it flush properly?		
		13. Sink - Is there hot and cold running water, proper drainage and no leaks?		
		14. Bathtub/shower - Is there hot and cold running water, proper drainage and no leaks?		
		15. Is bathroom vented with either an exterior window or exhaust fan?		
		15. Is bathroom free of any sewer odor or drainage problem? Do "P" traps contain water?		
	Kitchen	16. Stove -If gas operated, is there a hand-operated gas shut-off valve?		
		17. Do all burners on the stovetop ignite? Does the oven work? Are all knobs present?		
		18. Does refrigerator/freezer cool properly?		
		19. Is refrigerator/freezer large enough for the size of the family occupying the unit?		
		20. Do all appliances operate as intended? (Any that do not operate should be removed.)		
		21. Does the kitchen have an operable window or exhaust fan?		
		22. Does hot water tank work? Does it have a pressure release valve, a discharge pipe with fittings, C-PVC, or listed relief valve drain tube with fittings with straight lengths?		
	Other	23. If hot water tank is <i>electric</i> , are the closet doors in good condition with tight hinges? Is the closet free of storage or is the tank designed to be adjacent to storage items?		
		24. If hot water tank is <i>gas</i> , is the tank enclosed if in a bedroom or living area? Are closet doors in good condition with tight hinges and equally spaced vented openings? Is the closet free of combustible materials or insulated blankets?		
		25. Does the tenant pay for a portion of the unit's utilities? One utility meter cannot serve more than one unit (unless both unit's utilities are paid for by the landlord.		
26. Does hot water tank have an extension pipe?				
27. Do radiators function with no leaks?				
Other	Wall Condition	28. Are walls free of air and moisture leaks, large holes and cracks?		
	Ceiling Condition	29. Are ceilings free of air and moisture leaks, large holes, cracking, and bulging?		
		30. Are floors free of weak spots or missing floorboards?		
	Floor Condition	31. Are floors free of tripping hazards from loose flooring or covering? Are they free of sharp edged ceramic tiles?		
		Cabinetry/Interior Doors	32. Are cabinets securely fastened to the wall?	
	33. Is there space for food preparation and storage?			
	34. Are all cabinet doors securely hung?			
35. Is there free and clear access to all exits?				
	36. Do all bedrooms have their own private doors?			

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Other (continued)	Security	37. Do all doors have operational knobs? Are all sliding doors on track? Do all bathrooms have doors for privacy?		
		38. Are there deadbolt locks on entry doors (no double-cylinder deadbolts) to the unit? Do they open with a key from the outside and a knob/latch from the inside? Doors that lead to the inside from the garage must also meet these requirements.		
		39. Do first floor windows and those opening to a stairway, i.e. escape or landing have locks?		
	Health and Safety	40. Is there at least one battery-operated or hardwired CO detector present and functioning within 15 feet of every room used for sleeping and every source of carbon monoxide, and any area with a furnace and boilers?		
		41. Is there a working smoke detector on each level of the unit?		
		42. Are smoke detectors installed on walls at least 4" and not more than 12" from ceiling? Are smoke detectors installed on ceilings at least 4" from the wall? Are smoke detectors installed within 15 ft. of and inside of each sleeping area?		
		43. If your unit is occupied by a tenant that is hearing impaired, is there an alarm system for the smoke and CO detectors in their bedroom?		
44. Is unit free of any evidence of insect or rodent infestation?				
45. Is unit free of any evidence of mold or mildew?				
Exterior of Unit	Windows	46. Is the unit or yard free of hazardous garbage?		
		47. Do windows open, close and lock properly? Windows designed to open must either operable/able to open, or be screwed shut. If my window has bars, are those bars easily removable?		
		48. Is there at least one exterior window in each bedroom and in the living room?		
		49. Is unit free of any cracked, broken or leaky windows?		
	Other	50. Are there tamper screw secured window guards for all windows in your unit? This requirement applies to units where children age 10 or younger are present and the building has 3 or more levels.		
		51. Are gutters firmly attached?		
		52. Are the roof and exterior surfaces in a condition to prevent leaks and/or rodent infestation?		
Common Areas	Stairways: Interior and Exterior	53. Is all siding present and securely attached?		
		54. Is chimney secure? Is flue tightly sealed with no gaps?		
		55. Is foundation sound?		
		56. Are openings around doors and windows weather-tight?		
		57. Are sidewalks free of tripping hazards? Large cracks and uneven surfaces must be addressed.		
		58. Are all handrails properly secured?		
		59. Is a handrail present when there are 4 or more consecutive steps?		
General		60. Are stairs free of any loose, broken or missing steps?		
		61. Are stairways free of any tripping hazards?		
		62. Are there proper exit signs?		
		63. Are all public hallways, stairways, and exits well lit at all times?		
		64. Are there secure railings on porches, balconies and landings that are 30" high or higher? This includes cellar/basement entrance areas that are 30" or more below ground.		
		65. Will the inspector have access to other areas of the premises (i.e. basement, cellar, water heater closet, boiler/ furnace room, roof, exterior grounds, etc.)?		
		66. INTERIOR AND EXTERIOR of units, BUILT BEFORE 1978, rented to families with children under the age of six: is unit free of any chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment? Defective paint must be corrected prior to inspection.		
		67. Are there covered receptacles for disposal of waste?		
		68. Does the tenant have direct access to their unit?		

Disclaimer: The criteria listed above is provided as a generalized checklist to determine if a unit is rent ready for Housing Choice Voucher Program Participants. This checklist is to be used as guide only as other items not listed may cause the unit to fail an HQS inspection. In addition, all city, county and state codes must be followed. For multi-unit properties and cooperatives, common areas are the responsibility of the Property Owner/Manager. **Wherever HQS and building codes and/or state requirements conflict, the more stringent requirement applies.**